

# **Development of National Metrology, Standardisation, Conformity Assessment and Accreditation system**

**4<sup>th</sup> INTERIM REPORT**  
**CARDS 2004, Project No 116536**

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## LIST OF ABBREVIATIONS

ASRO	Romanian Standards Association
BSI	BSI British Standards - the UK's National Standards Body (NSB)
CARDS	Community Assistance for Reconstruction, Development and Stabilisation
CEN	European Committee for Standardization
CENELEC	European Committee for Electrotechnical Standardization
CMC	Calibration and Measurement Capabilities
CNI	Czech Standards Institute
CROLAB	Croatian Laboratories Association
DEC	Delegation of the European Commission
DG JRC	Directorate General Joint Research Centre
DZM	State Office for Metrology
EC	European Commission
EU	European Union
HAA	Croatian Accreditation Agency
HMI	Croatian Metrology Institute
HZN	Croatian Standards Institute
ILC	Inter-laboratory comparison
IRMM	Institute for Reference Materials and Measurements
JRC	Joint Research Centre
MELE	Ministry of Economy, Labour and Entrepreneurship
MiC	Metrology in Chemistry
MoU	Memorandum of Understanding
MS	Member States
MSES	Ministry of Science, Education and Sports
NMI	National Metrology Institute
NSB	National Standards Body
ON	Austrian Standards Institute
SA	Slovenian Accreditation
SAA	Stabilisation and Association Agreement
SIST	Slovenian Institute for Standardization
NSB	National Standards Body
PIU	Project Implementation Unit
TC	Technical Committee
TrainMiC	Training in Metrology in Chemistry

## PROJECT SYNOPSIS

<b>Programme</b>	CARDS 2004 - Croatia
<b>Project title</b>	Development of National Metrology, Standardisation, Conformity Assessment and Accreditation system
<b>Project number</b>	AA 116536
<b>Overall objective</b>	The overall objective is to further develop the quality infrastructure in the Republic of Croatia, in line with the provisions of the SAA, and to create an enabling environment for the Croatian industries and manufacturers to improve their trade and industrial relations with the EU and international markets as well as quality of life
<b>Specific Objectives</b>	1/ Strengthen the national quality infrastructure system 2/ Improve the technical expertise 3/ Rise public awareness on the importance of a proper functioning of the national quality infrastructure
<b>Planned Outputs</b>	<p><b><u>Component 1: Institutional Capacity Building (IC)</u></b></p> <ul style="list-style-type: none"> <li>• Draft strategies for HMI and updated strategies for other beneficiaries;</li> <li>• Drafted amendments to existing legislation for metrology, standardisation and conformity assessment;</li> <li>• Selected laboratories to become national reference laboratories in Metrology in Chemistry, that are prepared to take corresponding responsibilities;</li> <li>• A list of identified areas of cooperation between all relevant stakeholders that might wish later to sign MoUs;</li> <li>• HZN ready for CEN and CENELEC membership;</li> <li>• HAA accreditation capabilities in the field of environment and food enlarged;</li> </ul> <p><b><u>Component 2: Human Resources Development (HR)</u></b></p> <ul style="list-style-type: none"> <li>• Development of training curricula in metrology in chemistry and train the trainers programmes</li> <li>• Training for standardisation experts</li> <li>• Development of procedures and working instructions for a selected analytical laboratories in order to prepare them for accreditation and/or update them in the field of reference measurements</li> <li>• Training for technical assessors concerning quality of measurements results in analytical laboratories</li> <li>• Training related to conformity assessment topics</li> </ul> <p><b><u>Component 3: Awareness Campaign (AC)</u></b></p> <ul style="list-style-type: none"> <li>• Training materials in MiC</li> <li>• Awareness publications related to targeted fields of the Quality Infrastructure in Croatia</li> <li>• Concluding conference on the outcomes of the project</li> </ul>
<b>Activity fields</b>	<p><b><u>Component 1: Institutional Capacity Building (IC)</u></b></p> <p>1/ Draft/update strategies for beneficiary institutions 2/ Revise the existing legislation 3/ Networking in metrology in chemistry 4/ Enhance cooperation between relevant stakeholders 5/ Support in preparation of HZN for CEN and CENELEC membership</p> <p><b><u>Component 2: Human Resources Development (HR)</u></b></p> <p>6/ Training for standardisation experts 7/ Training courses in metrology in chemistry for analytical laboratories and technical assessors 8/ Development of procedures and working instructions 9/ Training related to conformity assessment topics</p> <p><b><u>Component 3: Awareness Campaign (AC)</u></b></p> <p>10/ Organisation of public awareness activities 11/ Draft and printing of adequate material for all organised trainings, workshops and for other public awareness purposes</p>
<b>Project starting date</b>	16 <sup>th</sup> of May 2006
<b>Project duration</b>	36 months

## EXECUTIVE SUMMARY

The fourth interim report of the CARDS programme 2004 project "Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System" - offers an overview of the *conducted activities during the period*: from the 6<sup>th</sup> April 2008 to the 5<sup>th</sup> October 2008.

Furthermore, this document is listing the *planned activities for the fifth reporting period* (6<sup>th</sup> October 2008 – 15<sup>th</sup> April 2009). They are derived from the overall scheduling of the project that has been concluded within the Inception report as well as the progress achieved during the previous implementation period.

Finally, the last chapter is meant to provide a *synthetic view on the achieved results* in the course of the fourth reporting period, derive *conclusions* and list the key fields requiring *further improvement*.

## 1 INTRODUCTION

The CARDS 2004 - Croatia project on the "Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System" is providing targeted assistance on predefined topics having as overall objective further development of the Quality Infrastructure in Croatia.

The intervention logic in this framework is based on three key objectives, these being:

- *Strengthen the national quality infrastructure*, through assisting in strategic and legislative alignment efforts, as well as enhancing collaboration between all relevant stakeholders;
- *Provide assistance in further improvement of the technical expertise*, in the areas of standardisation, chemistry dimension of the Metrology and related conformity assessment topics;
- *Raise public awareness* on the importance of the proper functioning of the National Quality Infrastructure.

This 4<sup>th</sup> Interim Report provides the overview on the project's progress covering the period: April 2008 – October 2008. It also offers a plan for the activities to be conducted within the fifth reporting period.

## 2 ACHIEVED RESULTS DURING THE 4<sup>th</sup> REPORTING PERIOD (06/04/2008 - 05/10/2008)

In line with the initial planning in the inception report, all activities under this project are structured within three **major objectives**:

- Institutional Capacity building (CB),
- Human Resources Development (HR) and
- Awareness Campaign (AC).

Furthermore, each one of them is subdivided on (in total) eleven **intervention fields**, as follows:

### **Component 1: Institutional Capacity Building (CB)**

- 1/ Draft/update strategies for beneficiary institutions
- 2/ Revise the existing legislation
- 3/ Networking in metrology in chemistry
- 4/ Enhance cooperation between relevant stakeholders
- 5/ Support in preparation of HZN for CEN and CENELEC membership

### **Component 2: Human Resources Development (HR)**

- 6/ Training for standardisation experts
- 7/ Training courses in metrology in chemistry for analytical laboratories and technical assessors
- 8/ Development of procedures and working instructions
- 9/ Training related to conformity assessment topics

### **Component 3: Awareness Campaign (AC)**

- 10/ Organisation of public awareness activities
- 11/ Drafting and printing adequate material for all organised trainings, workshops and for other public awareness purposes

The achievement of the defined objectives is mirrored into a number of activities that have been listed in the Inception report following the above structuring in eleven chapters. For practical reasons, each activity is referred to by a corresponding numbering, such as: 1.1, 1.2..., 2.1, 2.2 ... up to 11.4.

Any additional activity that does not appear in the initial planning, but has been agreed *a posteriori* follows the same logic of numbering, within the corresponding chapter (e.g. 7.16).

Finally, the outcome of each activity reflects at least one of the **five deliverables**. For project management purposes they have been listed in the inception report, as follows:

DELIVERABLES	
D1	Croatian Experts on a training session abroad
D2	Short visit of EU experts to Croatia
D3	Events organised in Croatia
D4	Printed documents and materials
D5	Other deliverables - mainly project management (meetings etc.)



## 2.1 OVERVIEW OF THE ACTIVITIES IN THE 4<sup>th</sup> REPORTING PERIOD

The following overview is based on the previously elaborated reporting logic. It offers a synthetic picture of the achieved results during the 4<sup>th</sup> reporting period:

N°	Component	Activity	Methodology	Status
1.2	CB	Support to draft the organizational development strategy of the Croatian Metrology Institute	D2 / D4	postponed
1.4	CB	Fine-tuning of the HZN strategy	D2	postponed
1.5	CB	Support to establishment of the HZN business plan (human resources, financial planning)	D2	postponed
1.7	CB	HAA's strategy fine-tuning	D1 / D2	completed
2.1	CB	Review of the Law on Metrology and harmonized legal acts, proposal for the amendments	D4	completed
2.3	CB	Review of the standardization law and related laws, proposal for the amendments	D2 / D4	In progress
3.4	CB	Selection of laboratories potential to become national laboratories in chemistry field	D2	completed
4.1	CB	Workshop on defining areas of cooperation with major partners	D2 / D3	postponed
4.4	CB	Training in managing metrology projects ( <i>additional</i> )	D1	postponed
5.1	CB	Analysis of Internal Rules and Procedures	D2 / D4	postponed
5.3	CB	Support to HZN committee work (voting, notifications to CEN/CENELEC)	D1	In progress
5.4	CB	Visit at a NSB – exchange of experiences on TC work	D1	In progress
5.6	CB	Visit at a NSB – exchange of experiences on drafting of standards	D1	In progress
6.1	HR	Increasing financing of standardization – support to sale, especially e-sale and marketing	D1	In progress
6.3	HR	Standardization database management and IT security	D1	In progress
6.4	HR	Archiving of the documents – paper and electronic	D1	In progress
7.3	HR	Evaluation of laboratories progress to be designated as national laboratories in the field of metrology in chemistry and apply for accreditation	D2	In progress
7.4	HR	Environmental protections (water, emissions): witnessing of assessment in EU Member State	D1	In progress
7.5	HR	Food (organic farming): witnessing of assessment in EU Member State	D1	In progress
7.8	HR	Food (safety, quality) - mandatory area based on national regulations and/or EU directives: witnessing of assessment, performed by EU assessors	D2	In progress





7.12	HR	Post-proficiency testing workshop(Food)	D2 / D4	In progress
8.2	HR	Support to elaboration and implementation of necessary procedures and working instructions for newly selected national laboratories in the field of MiC	D2 / D4	In progress
9.1	HR	Workshops on European Technical Regulations	D2 / D3	completed
10.1	AC	Providing project presentation on national events	D2 / D3	completed
10.2	AC	Organization of Metrology promotion day on the occasion of the Word Metrology Day - 20 May	D2 / D3	completed
11.3	AC	Support to elaboration and publishing of information materials in priority conformity assessment sectors	D2 / D4	In progress
	Project Management	5th Steering Committee	D5	

From the above breakdown the status for the 3<sup>rd</sup> reporting period can be summarized as follows:

- **Completed: 6 activities;**
- **In progress: 14 activities;**
- **Postponed: 6 activities;**
- **Cancelled: 0 activities.**

## 2.2 DETAILED REPORT ON ACTIVITIES


Based on the above overview, this section of the 3<sup>rd</sup> Interim report lists the stage of achievement for the programmed activities, while exposing relevant facts on each one of them.

Status	Explanation	Symbol
<b>Completed</b>	The activity has been completed as envisaged in the planning	
<b>In progress</b>	The activity is in progress. The planned results are expected to be achieved	
<b>Postponed</b>	The activity has been delayed or postponed for the next reporting period.	
<b>Cancelled</b>	The activity has not been realised and is not expected to be delivered	


### 2.2.1 INSTITUTIONAL CAPACITY BUILDING (CB)

#### 1/ Drafting/updating strategies for beneficiary institutions


1.2	Support to drafting of organizational development strategy of the Croatian Metrology Institute
<b>Background information</b>	The amended Metrology Act provides the legal base for the establishment of the Croatian Metrology Institute (HMI). The elaborated National Strategy in the field of metrology provides larger framework relevant to the evolution of the national system. The HMI's institutional strategy should provide guidelines for: a/ the organisational structure b/ further development of the scientific metrology c/ interactions with the other institutions on the national and international scene
<b>Objective of the activity</b>	Elaborate an organisational strategy for HMI
<b>Methodology</b>	Working Group including HMI director and heads of laboratories
<b>Implementation period</b>	September 2008
<b>Expected result</b>	Formulated organisational strategy
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>HMI strategic document</li> </ul>

	<b>Status</b>	<b>POSTPONED</b>
	<b>Results</b>	The conduct of this activity is dependent on the existence of the HMI. The practical establishment of the HMI (including designation of an interim director and assignment of staff members) has not taken place at the end of the 4 <sup>th</sup> reporting period. Following the adoption of the amended Metrology Act, the decision lays with the Ministry of Science, Education and Sports of the Republic of Croatia.


Activity 1.4	Fine-tuning of the HZN strategy
<b>Background information</b>	<p>Since the establishment in 2005, the Croatian Standards Institute (HZN) has elaborated an integrated strategy, including a clear vision and mission. In line with its major strategic objective of achieving CEN / CENELEC membership, the institution's management has expressed the willingness to share experiences with other Standards Institutes from EU member states on this, as well as other related topics.</p> <p>Availability of HZN's strategy is the main precondition to the successful conduct of the activity</p>
<b>Objective of the activity</b>	Provide an insight on possible improvements of HZN's strategy
<b>Methodology</b>	Expert's visit to Croatia
<b>Implementation period</b>	By June 2008
<b>Expected result</b>	<p>Aligning the document's wording with HZN's long term vision.</p> <p>Making the document more relevant and up-dated in order to provide proper understanding within, as well as outside the organisation</p> <p>Provide HZN's management with methodological tools for strategy development process including cyclical revaluation of objectives</p>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Expert report, including provided comments on possible improvements of the Strategy</li> </ul>

	<b>Status</b>	<b>POSTPONED</b>
	<b>Results</b>	<p>Activities within the standardisation component started to be implemented during the 4<sup>th</sup> reporting period.</p> <p>However, the management responsibility for the implementation with HZN has been shifted frequently. The basis of the fine-tuning process has been compromised, while the authors of the initial HZN strategic document have been excluded from the process without proposing adequate replacements.</p> <p>It is extremely important to underline that the strategy development requires full commitment and involvement at all stages of the process from the management.</p> <p>Finally, the Director General affirmed at the latest meeting in October 2008 that the formulation of the HZN strategy has become a priority and that all staff-members will be committed to achieve this objective. First session is expected to take place in November 2008.</p>

Activity 1.5	Support to establishment of the HZN business plan (human resources, financial planning)
<b>Background information</b>	<p>One of the objectives of the Institute's management remains to increase the level of financial self-reliance. Currently 10 % of HZN incomes are originated by commercial activities (membership fees, selling of standards etc.). Even though operating under central treasury system, that excludes the possibility of an independent management of the generated resources, the Institute remains dedicated to its business friendly positioning.</p> <p>Proper planning of the longer-run perspectives is essential for HZN's further progress along this path.</p> <p>Draft business plan to be prepared by HZN is the main precondition to the successful conduct of the activity</p>
<b>Objective of the activity</b>	Provide assistance while drafting a business plan for the Croatian Standards Institute
<b>Methodology</b>	Experts' visit to Croatia
<b>Implementation period</b>	By October 2008
<b>Expected result</b>	HZN has elaborated a business plan, based on its annual budget and including realistic expectations on generated proper income
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Report containing suggestions on eventual improvements of HZN's business plan</li> </ul>


	<b>Status</b>	<b>POSTPONED</b>
	<b>Results</b>	The activity is closely correlated to the strategy elaboration process (activity 1.4) and is designed to complement the former. It has been postponed for identical reasons. However, following the commitment from the Director General, it is expected that the implementation process will start in October 2008.

<b>Activity 1.7</b>	<b>HAA's strategy fine-tuning with special insight on development potentials for PT scheme organisers in Croatia</b>	
<b>Background information</b>	Under leadership of the top manager HAA has developed an organisational strategy at the moment of the establishment of the institution (December 2004). This strategic guidance document was designed to cover the initial three-year period (2005-2007). The efforts were therefore focused on the emergence of a reliable and recognised National accreditation body in the Republic of Croatia. The initial objectives have been completed at this stage and the organisation is oriented today towards addressing some of the longer-term challenges.	
<b>Objective of the activity</b>	Up-dated HAA strategy covering the period (2008-2010)	
<b>Methodology</b>	Two sessions of a mixed working group (including HAA management)	
<b>Implementation period</b>	By June 2008	
<b>Expected result</b>	HAA's management has acquired methodological tools for cyclical strategy formulation process Elaborated HAA strategy for the following three-year period	
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>HAA strategic document (2008-2010)</li> <li>Expert report, including provided comments on possible improvements of the Strategy</li> </ul>	


	<b>Status</b>	<b>COMPLETED</b>
	<b>Results</b>	The HAA strategic document (2008-2010) has been elaborated, adopted by the Administrative board and available in Croatian and English languages.

## 2/ Revising the existing legislation

<b>Activity 2.1</b>	<b>Review the Law on Metrology and the harmonized legal acts, proposal for amendments</b>	
<b>Background information</b>	The activity has been scheduled for the second reporting period. It was meant to provide support in identifying further needs for harmonisation in the metrology related legislation. The decision about moving forward in the schedule the revision of the Metrology Act has disrupted the initial rationale for this activity.	
<b>Objective of the activity</b>	To assist the beneficiary institution in identifying the required amendments, which need to be updated from the harmonisation perspective	
<b>Methodology</b>	Expert visit	
<b>Implementation period</b>	April 2007	
<b>Expected result</b>	Recommendations on drafted amendments	
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Report</li> </ul>	


	<b>Status</b>	<b>COMPLETED</b>
	<b>Results</b>	The amended Metrology Act has been adopted and alignment with the National Strategy ensured. The activity remains within the competence of DZM and additional assistance can be provided upon beneficiary's request.

<b>Activity 2.3</b>	<b>Review of standardization law and related laws, proposals for amendments</b>
<b>Background information</b>	The initially required assistance that would focus on proposed revision of the Law on Standardisation has been modified on beneficiary's request. The objective however remains to provide the Croatian Standards Institute (HZN) with an expert assessment on the legal framework in the light of the CEN/CENELEC membership criteria. In this context, the assistance provided under activity 5.1 is closely related.
<b>Objective of the activity</b>	To assist Croatian authorities identifying needs on further alignment of the standardization related legislation
<b>Methodology</b>	EU expert reporting
<b>Implementation period</b>	May 2008
<b>Expected result</b>	Recommendations for amendments where necessary
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Report on the existing legal framework in which HZN operates, including recommendations for amendments (if and where necessary)</li> </ul>

	<b>Status</b>	<b>IN PROGRESS</b>
	<b>Results</b>	As the activities within the standardisation component started to be implemented during the 4 <sup>th</sup> reporting period, the review of the legislative package has become a priority. Following the latest (re)assignment of a HZN contact person the programmed expert visit is expected to take place in November 2008. It will result in a report with recommendations.


### 3/ Networking in Metrology in Chemistry

<b>Activity 3.4</b>	<b>Selection of laboratories potential to become national laboratories in metrology in chemistry field</b>
<b>Background information</b>	The establishment of an institutional network of National reference laboratories (providing reference values) in the Metrology in Chemistry field requires a complex understanding of the particularities within the future national coordination body for the segment. The connection with the National Strategy for Metrology has to be ensured. Provided the CARDS 2004 assistance in elaborating criteria for the selection to be performed and finalising the relevant ordinance, it remains for DZM to officially publish the call and set the Evaluation Committee.
<b>Objective of the activity</b>	Providing assistance in formulating technical criteria for selection of potential national reference laboratories in MiC
<b>Methodology</b>	Participation of Expert as member of the Evaluation Committee
<b>Implementation period</b>	By April 2008
<b>Expected result</b>	Selected National reference laboratories in MiC for defined priority areas
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Decision of the Evaluation Committee</li> </ul>


	<b>Status</b>	<b>COMPLETED</b>
	<b>Results</b>	The entire selection process has been successfully concluded resulting in the designation of two reference laboratories. They have become part of the National metrology system covering measurement fields (producing reference values relevant in water and food/wine samples) identified as strategically important within the National strategy.

#### 4/ Enhance cooperation between relevant stakeholders

Activity 4.1	Workshop on defining areas of cooperation with major partners
<b>Background information</b>	Once the Croatian Metrology Institute (HMI) is practically established, enhancing interlinks with other Quality Infrastructure institutions in the country will be beneficial. Metrology services' end-users but also Ministries (MSES and MELE), as well as DZM, HAA, HZN are among HMI's privileged stakeholders.
<b>Objective of the activity</b>	Position the HMI as integral part of the national infrastructure for quality
<b>Methodology</b>	Workshop
<b>Implementation period</b>	By April 2008
<b>Expected result</b>	Familiarise metrology stakeholders and define areas of cooperation with HMI
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Presentations</li> </ul>

	<b>Status</b>	<b>POSTPONED</b>
	<b>Results</b>	The conduct of this activity is dependent on the existence of the HMI. The practical establishment of the HMI (including designation of an interim director and assignment of staff members) has not taken place at the end of the 4 <sup>th</sup> reporting period. Following the adoption of the amended Metrology Act, the decision lays with the Ministry of Science, Education and Sports.

4.4 (additional)	Training in formulating metrology projects
<b>Background information</b>	<p>The emergence of the Croatian Metrology Institute (HMI) would affect the management of metrology projects at the level of the State Office for Metrology (DZM). The management of the latter institution perceives the current transition period (in view of HMI establishment) as an opportunity to further strengthen the administrative capacity for managing current and future projects in scientific metrology.</p> <p>In order to ensure coherent continuation of existent and possibly emerging projects the latter institution can benefit from investing in human capital within the Project Implementation Unit (PIU).</p> <p>The focus of the HMI being on the scientific metrology (and considering the interest for participation in international projects from the national standard-holder laboratories), it has been considered as beneficial to provide training for PIU staff.</p>
<b>Objective of the activity</b>	Familiarize PIU staff with future opportunities for (HMI) participation in metrology projects
<b>Methodology</b>	DZM / HMI staff on training abroad
<b>Implementation period</b>	June 2008
<b>Expected result</b>	DZM/HMI staff in position to formulate successful project proposal(s) in metrology
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Trained DZM/HMI staff (2)</li> </ul>

	<b>Status</b>	<b>POSTPONED</b>
	<b>Results</b>	Availability of concerned DZM staff has delayed the conduct of this activity. It is highly recommended that the head of the PIU is involved.

## 5/ Support in preparing HZN for CEN and CENELEC membership

Activity 5.1	Analysis of Internal Rules and Procedures
<b>Background information</b>	This activity is an integral part of the assistance that has been agreed in supporting the Croatian Standards Institute on the way towards fulfilling the CEN / CENELEC membership criteria.
<b>Objective of the activity</b>	To propose (if and where needed) interventions to the submitted documents
<b>Methodology</b>	EU expert reporting
<b>Implementation period</b>	By May 2008
<b>Expected result</b>	Recommendations for amendments where necessary
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Report on the existing legal framework in which HZN operates, including recommendations for amendments (if and where necessary)</li> </ul>


	<b>Status</b>	<b>POSTPONED</b>
	<b>Results</b>	This activity is closely interconnected with the activity 2.3 and is expected to be conducted in parallel starting from November 2008. It will result in a report with recommendations.

Activity 5.3	Support to HZN committee work (voting, notifications to CEN/CENELEC...)
<b>Background information</b>	<p>This activity is an integral part of the assistance that has been agreed in supporting the Croatian Standards Institute on the way towards achieving the fulfilment of the CEN / CENELEC membership criteria.</p> <p>HZN's management considers that presentations from and interactions with corresponding CEN staff would be the best way of getting familiar with specific requirements and procedures.</p>
<b>Objective of the activity</b>	Assess the practice of managing TCs
<b>Methodology</b>	Visit to the CMC (including requested presentations) for HZN experts
<b>Implementation period</b>	May 2008
<b>Expected result</b>	Croatian experts familiarized with CEN management practice - relevant for NSB of an EU candidate country
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Trained Croatian Experts</li> </ul>


	<b>Status</b>	<b>IN PROGRESS</b>
	<b>Results</b>	<p>The activity is part of the package designed to allow HZN specialists to acquire specific knowledge on typical National Standards Bodies' tasks in EU member states.</p> <p>A series of working visits have been programmed for this purpose.</p> <p>Five of the targeted institutions (CEN, BSI, ON, CNI, SIST) have already hosted HZN teams. Two more missions from the original plan need to be conducted to ASRO and CENELEC, respectively in October and December 2008.</p>



<b>Activity 5.4</b>	<b>Visit at NSB – exchange of experiences on TC work</b>
<b>Background information</b>	This activity is an integral part of the assistance that has been agreed to be provided in supporting the Croatian Standards Institute on the way towards fulfilling the CEN / CENELEC membership criteria. HZN's management has listed working visits to EU member states' NSBs. These are considered to be beneficial in acquiring specific knowledge and exchange of experience at expert's levels.
<b>Objective of the activity</b>	Present the management practice in EU member state NSB
<b>Methodology</b>	HZN experts on training abroad
<b>Implementation period</b>	By September 2008
<b>Expected result</b>	Croatian experts familiarized with EU member state's NSB management practice of TCs functioning
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Trained Croatian Experts</li> </ul>

	<b>Status</b>	<b>IN PROGRESS</b>
	<b>Results</b>	<p>The activity is part of the package designed to allow HZN specialists to acquire specific knowledge on typical National Standards Bodies' tasks in EU member states.</p> <p>A series of working visits have been programmed for this purpose.</p> <p>Five of the targeted institutions (CEN, BSI, ON, CNI, SIST) have already hosted HZN teams. Two more missions from the original plan need to be conducted to ASRO and CENELEC, respectively in October and December 2008.</p>


<b>5.6</b>	<b>Visit at a NSB – exchange of experiences on drafting of standards</b>
<b>Background information</b>	This activity is an integral part of the assistance that has been agreed to be provided in supporting the Croatian Standards Institute on the way to fulfil the CEN / CENELEC membership criteria.
<b>Objective of the activity</b>	Exchange of experience on drafting standards with fellow NSB from EU MS
<b>Methodology</b>	HZN experts on training session to a Member State's NSB
<b>Implementation period</b>	June 2008
<b>Expected result</b>	HZN experts familiar with EU MS's NSB practices in drafting standards
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Trained Croatian Experts (4)</li> </ul>

	<b>Status</b>	<b>IN PROGRESS</b>
	<b>Results</b>	<p>The activity is part of the package designed to allow HZN specialists to acquire specific knowledge on typical National Standards Bodies' tasks in EU member states.</p> <p>A series of working visits have been programmed for this purpose.</p> <p>Five of the targeted institutions (CEN, BSI, ON, CNI, SIST) have already hosted HZN teams. Two more missions from the original plan need to be conducted to ASRO and CENELEC, respectively in October and December 2008.</p>


## 2.2.2 HUMAN RESOURCES DEVELOPMENT (HR)

### 6/ Training for standardisation experts


<b>6.1</b>	<b>Increasing financing of standardization – support to sale, especially e-sale and marketing</b>
<b>Background information</b>	In line with the objective to assist HZN in fulfilling the CEN/CENELEC membership criteria a number of Croatian experts would have the opportunity to improve their skills in specific tasks conducted at the level of NSB. This approach includes exchanging experiences with fellow colleagues from MS's standardisation bodies. As a key assumption, HZN should be in a position to make the procured e-sales system operational.
<b>Objective of the activity</b>	Increase the sale of standards through e-sale and marketing efforts
<b>Methodology</b>	HZN experts on training session to a Member State's NSB
<b>Implementation period</b>	May 2008
<b>Expected result</b>	HZN able to launch E-sales operations
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Trained Croatian Experts (2)</li> <li>• Operating E-sales system</li> </ul>

	<b>Status</b>	<b>IN PROGRESS</b>
	<b>Results</b>	<p>The activity is part of the package designed to allow HZN specialists to acquire specific knowledge on typical National Standards Bodies' tasks in EU member states.</p> <p>A series of working visits have been programmed for this purpose.</p> <p>Five of the targeted institutions (CEN, BSI, ON, CNI, SIST) have already hosted HZN teams. Two more missions from the original plan need to be conducted to ASRO and CENELEC, respectively in October and December 2008.</p>

<b>6.3</b>	<b>Standardization database management and IT security</b>
<b>Background information</b>	In line with the objective to assist HZN in fulfilling the CEN/CENELEC membership criteria a number of Croatian experts would have the opportunity to improve their skills in specific tasks conducted at the level of NSB. This approach includes exchanging experiences with fellow colleagues from MS's standardisation bodies.
<b>Objective of the activity</b>	Familiarise Croatian experts with MS NSB's management of databases
<b>Methodology</b>	HZN experts on training session to a Member State's NSB
<b>Implementation period</b>	June 2008
<b>Expected result</b>	HZN experts familiar with EU MS's NSB practices in managing databases
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Trained Croatian Experts (2)</li> </ul>


	<b>Status</b>	<b>IN PROGRESS</b>
	<b>Results</b>	<p>The activity is part of the package designed to allow HZN specialists to acquire specific knowledge on typical National Standards Bodies' tasks in EU member states.</p> <p>A series of working visits have been programmed for this purpose.</p> <p>Five of the targeted institutions (CEN, BSI, ON, CNI, SIST) have already hosted HZN teams. Two more missions from the original plan need to be conducted to ASRO and CENELEC, respectively in October and December 2008.</p>

<b>6.4</b>	<b>Archiving of the documents – paper and electronic</b>
<b>Background information</b>	In line with the objective to assist HZN in fulfilling the CEN/CENELEC membership criteria a number of Croatian experts would have the opportunity to improve their skills in specific tasks conducted at the level of NSB. This approach includes exchanging experiences with fellow colleagues from MS's standardisation bodies.
<b>Objective of the activity</b>	Familiarise Croatian experts with MS NSB's archiving system
<b>Methodology</b>	HZN experts on training session to a Member State's NSB
<b>Implementation period</b>	June 2008
<b>Expected result</b>	HZN experts able to implement an adequate archiving system
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Trained Croatian Experts (1)</li> </ul>


	<b>Status</b>	<b>IN PROGRESS</b>
	<b>Results</b>	<p>The activity is part of the package designed to allow HZN specialists to acquire specific knowledge on typical National Standards Bodies' tasks in EU member states.</p> <p>A series of working visits have been programmed for this purpose.</p> <p>Five of the targeted institutions (CEN, BSI, ON, CNI, SIST) have already hosted HZN teams. Two more missions from the original plan need to be conducted to ASRO and CENELEC, respectively in October and December 2008.</p>

## 7/ Training in Metrology in Chemistry


<b>7.3</b>	<b>Evaluation of laboratories progress to be designated as national laboratories in the field of metrology in chemistry and apply for accreditation</b>
<b>Background information</b>	Once the selection process of future national reference laboratories in MiC is concluded, assistance at the initial stage of integrating the national system would be needed.
<b>Objective of the activity</b>	Establish a viable system for traceability dissemination for selected chemical measurements
<b>Methodology</b>	EU expert mission to selected laboratories
<b>Implementation period</b>	June 2008 (following designation)
<b>Expected result</b>	Defined scope for accreditation
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Report including a plan of activities to be undertaken by the laboratory(ies)</li> </ul>

	<b>Status</b>	<b>IN PROGRESS</b>
	<b>Results</b>	<p>The extended selection process has delayed the progress in this activity.</p> <p>Therefore, the completion has been prolonged into the next reporting period.</p>

<b>Activity 7.4</b>	<b>Environmental protections (water, emissions) - mandatory area based on national regulations and/or EU directives: witnessing of the assessments, performed in EU Member State</b>
<b>Background information</b>	A number of applicant laboratories are expected by the Croatian Accreditation Agency in the middle-term to be acting in the environmental and alimentary fields. The agency has used in the past the concept of "pilot-applicants" while performing accreditation exercise in pioneering fields. In the scope of this project it is expected to adopt a similar approach, while providing on-site "training" for future technical assessors and representatives of "pilot-laboratories".
<b>Objective of the activity</b>	Provide future technical assessors with practical insight on the assessments performed in chosen priority fields
<b>Methodology</b>	Croatian experts (likely to become technical assessors in the environmental field) assisting an assessment performed in an EU member state
<b>Implementation period</b>	By June 2008
<b>Expected result</b>	HAA staff / contractors familiarised with methods used and technicalities linked to performed assessment in the chosen field
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Trained Croatian experts</li> </ul>

	<b>Status</b>	<b>IN PROGRESS</b>
	<b>Results</b>	Laboratory assessments in EU member states suitable for the witnessing by Croatian assessors have been identified. SA proposed two laboratories applying for accreditation in fields of HAA interest.

<b>7.5</b>	<b>Food (organic farming): witnessing of assessment in EU Member State</b>
<b>Background information</b>	A number of applicant laboratories are expected by the Croatian Accreditation Agency in the middle-term acting in the environmental and alimentary fields. HAA has used in the past the concept of "pilot-applicants" while performing accreditation exercise in pioneering fields. In the scope of this project it is expected to adopt a similar approach, while providing on-site "training" for future technical assessors and representatives of "pilot laboratories".
<b>Objective of the activity</b>	Provide future technical assessors with practical insight on the assessments performed in chosen priority fields
<b>Methodology</b>	Croatian experts (likely to become technical assessors in the environmental field) assisting an assessment performed in an EU member state
<b>Implementation period</b>	By May 2008
<b>Expected result</b>	HAA staff / contractors familiarised with methods used and technicalities linked to performed assessment in the chosen field
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Trained Croatian experts (3)</li> </ul>

	<b>Status</b>	<b>IN PROGRESS</b>
	<b>Results</b>	Laboratory assessments in EU member states suitable for the witnessing by Croatian assessors have been identified. SA proposed two laboratories applying for accreditation in fields of HAA interest.

<b>7.8</b>	<b>Food (safety, quality) - mandatory area based on national regulations and/or EU directives: witnessing of assessment, performed by EU assessors</b>
<b>Background information</b>	A number of applicant laboratories are expected by the Croatian Accreditation Agency in the middle-term to be acting in the environmental field. The agency has used in the past the concept of "pilot-applicants".
<b>Objective of the activity</b>	Assessing applicant laboratory in chosen priority fields
<b>Methodology</b>	EU experts performing assessment in applicant pilot-laboratory
<b>Implementation period</b>	September 2008
<b>Expected result</b>	HAA staff / contractors familiarised with methods used and technicalities linked to performed assessment in the chosen field
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Trained Croatian experts</li> </ul>


	<b>Status</b>	<b>IN PROGRESS</b>
	<b>Results</b>	The assessment has been programmed to take place at "Petrokemija – Kutina" laboratory. However, the accreditation process there has been delayed and depending on HAA decision, an alternative laboratory might be subjected to this activity.

<b>7.12</b>	<b>Post-proficiency testing workshop (Food)</b>
<b>Background information</b>	<p>The development of a national system for traceability dissemination (in MiC) comprises the organisation of inter-laboratory comparisons (ILC) for strategically important matrices and compounds (e.g. components in milk, coastal water or wine, etc). It has been identified that providing technical advice to emerging national ILC organisers would be beneficial (e.g. handling stability and homogeneity of samples, etc).</p> <p>For this purpose, experts would visit and provide advice to Croatian ILC organising laboratories. Once the measurements are conducted by participating laboratories, assistance will be provided in managing statistical analysis and organising post-proficiency testing workshop.</p> <p>The rationale for this action would be to transfer knowledge to Croatian experts that would be able to repeat the exercise independent of external assistance in the future. The result would critically depend on the capability of the organising laboratory to manage an ILC.</p>
<b>Objective of the activity</b>	1/ Provide experts' advises to national ILC organisers 2/ Assist on statistical analysis of the results 3/ Draw conclusions
<b>Methodology</b>	1/ Experts mission to Croatia 2/ Croatian Experts visit of EC JRC – IRMM 3/ Organised post-proficiency testing workshop
<b>Implementation period</b>	June 2008 and September 2008
<b>Expected result</b>	ILC results presented
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Report with recommendations on conducted ILC</li> </ul>

	<b>Status</b>	<b>IN PROGRESS</b>
	<b>Results</b>	<p>Representatives from two ILC organisers (Agricultural Faculty at the University of Zagreb and the Croatian Institute of Viticulture and Enology, performing respectively measurements on milk and wine samples) have attended a series of meetings with EC JRC-IRMM experts. Statistical analysis of results and practicalities in handling of samples were part of the discussed subjects.</p> <p>The obtained results from both exercises, supported within the current CARDS programme 2004 project, have been presented at the National conference organised by the Croatian Metrology Society in September 2008.</p> <p>In addition, the beneficiaries concluded that the participation of IRMM experts to a round-table - gathering the ILC participants in Croatia – could benefit both the organisers and participating laboratories. The beneficiaries need to communicate the envisaged dates for these events.</p>


## 8/ Development of procedures and working instructions

<b>8.2</b>	<b>Support to elaboration and implementation of necessary procedures and working instructions for newly selected national laboratories in the field of MiC</b>
<b>Background information</b>	Following the completion of the selection process, national reference laboratory(ies) would be assisted in setting-up a system for disseminating traceability for strategically important chemical measurements. Basic assumption is that selected laboratories will comply with the requirements from the selection process.
<b>Objective of the activity</b>	Assist the elaboration of a quality system
<b>Methodology</b>	Expert mission to selected laboratory(ies)
<b>Implementation period</b>	From September 2008
<b>Expected result</b>	Laboratory staff able to operate under quality system
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>List of recommendations</li> </ul>

	<b>Status</b>	<b>IN PROGRESS</b>
	<b>Results</b>	The extended selection process has slightly delayed the progress in this activity. Therefore, the completion has been prolonged into the next reporting period.

## 9/ Training related to Conformity assessment topics


<b>9.1</b>	<b>Workshops on European Technical Regulation</b>
<b>Background information</b>	<p>Croatian conformity assessment system is in a process of being established. Some conformity assessment bodies are already operational, others have a potential to become designated. Croatia is considering starting negotiations with the European Commission on a mutual recognition agreement (PECA/ACCA) for priority industrial sectors. Governmental officials, conformity assessment bodies and industrial operators need some training complementarily to the one provided by CARDS 2003 and other previous projects.</p> <p>Following beneficiaries' request, two related workshops adapted to specific audience will be conducted in June and September 2008.</p>
<b>Objective of the activity</b>	Provide an up-dated information about the accreditation/designation procedure of a conformity assessment body and conformity assessment modules
<b>Methodology</b>	Workshop
<b>Implementation period</b>	June 2008
<b>Expected result</b>	Designated and potential conformity assessment bodies familiarised with the accreditation/designation procedure and conformity assessment modules
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Training materials</li> <li>List of participants</li> </ul>

	<b>Status</b>	<b>COMPLETED</b>
	<b>Results</b>	<p>More than 120 attendants from (existing/potential) Conformity Assessment Bodies, Public administration and a range of industries have attended the two days workshop in Zagreb.</p> <p>Lecturers were from CABs operating in EU member states, as well as in Croatia, but also from the institutions acting in the Quality Infrastructure field.</p>
	<b>Deliverables</b>	<ul style="list-style-type: none"> <li>List of participants</li> <li>Issued attendance certificates</li> <li>Lecturers presentations</li> </ul>


## 2.2.3 AWARENESS CAMPAIGN (AC)

### 10/ Organisation of public awareness activities

10.1	Providing project presentation
<b>Background information</b>	Raising public awareness on the National quality infrastructure topics is one of the three pillars within the project's planning. The inception report has revealed some of the weaknesses in terms of deficient support for national actors in the quality infrastructure field. Familiarizing major decision-makers at the relevant ministries with the importance of supporting the development of an appropriate quality infrastructure.
<b>Objective of the activity</b>	Raising the awareness about on-going progress in quality infrastructure field on a national level
<b>Methodology</b>	Participation to a workshop / conference at national level
<b>Implementation period</b>	By October 2008
<b>Expected result</b>	Familiarizing decision-makers and relevant stakeholders with beneficiary institutions' activities and contribution
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Presentation delivered</li> </ul>

	<b>Status</b>	<b>COMPLETED</b>
	<b>Results</b>	<p>This activity concerns the second event (out of three) programmed for the lifespan of the current project.</p> <p>The bi-annual conference organised by the Croatian Society for Metrology (HMD) focused on "Laboratory competences" in September 2008 provided an excellent opportunity for the realisation of the activity.</p> <p>The presentations were focused on the future challenge for public institutions in the Quality Infrastructure field.</p>
	<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Presentations (the Directors of the HAA, HZN and DZM as beneficiary institutions, Dr Philip Taylor, and Dr Nineta Majcen as an invited lecturer)</li> </ul>


10.2	Organization of Metrology promotion day on the occasion of the Word Metrology Day - 20 May
<b>Background information</b>	The State Office for Metrology in cooperation with other national actors in the metrology field (e.g. Croatian Metrology Society, measuring instrument manufacturers etc.) envisages organising an event at the occasion of the World Metrology Day (20 <sup>th</sup> May). A contribution from lecturer, presenting current trends and achievements in metrology has been requested.
<b>Objective of the activity</b>	Increase the public awareness on metrology
<b>Methodology</b>	EU expert presentation on Croatia
<b>Implementation period</b>	May 2008
<b>Expected result</b>	Relevant decision-makers and stakeholders informed on the role and importance of metrology
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Presentation within organised event by Croatian metrology actors</li> </ul>

	<b>Status</b>	<b>COMPLETED</b>
	<b>Results</b>	<p>More than 150 participants assisted to the presentations part of the event. The list included representatives from Quality Infrastructure institutions and ministries, as well as practitioners from end-users of metrology services in various fields. Public and private sectors have been represented.</p>
	<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Presentations</li> </ul>



**11/ Drafting and printing adequate material for organised trainings, workshops and for other public awareness purposes**

<b>11.3</b>	<b>Support of elaboration and publishing of information materials in conformity assessment priority sectors</b>
<b>Background information</b>	The Ministry of Economy, Labour and Entrepreneurship (MELE) of the Republic of Croatia as well as the quality infrastructure institutions are expected to keep economical operators informed about development of Croatian legislation and the harmonisation process.
<b>Objective of the activity</b>	Increase awareness about conformity assessment and the quality infrastructure
<b>Methodology</b>	Publishing (Internet and/or paper copy) of an information material(s)
<b>Implementation period</b>	May 2008
<b>Expected result</b>	Available information article on conformity assessment
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Information material (booklet)</li> </ul>

	<b>Status</b>	<b>IN PROGRESS</b>
	<b>Results</b>	<p>Following the success with the organisation of the Conformity Assessment workshop, the Internal Market Coordination Department within MELE aspires to elaborate an information material.</p> <p>The objective is to summarize the information provided by lecturers at the event and made it available to all interested stakeholders.</p> <p>The inputs are being compiled at the current stage and the activity should be concluded by the end of 2008.</p>



## **2.3 IMPLEMENTATION FRAMEWORK**

The amendments to the Metrology Act have been adopted for already one year and the National Strategy for Metrology obtained the Governmental support during the summer of 2008. Consequently, the Croatian Metrology Institute (HMI) as a public institution is meant to inherit all former duties, competences and means of DZM in the scientific metrology field. The practical establishment of the institute (e.g. appointment of an interim manager, adoption of statute, staff assignment, etc.) is within the competence of the Croatian Ministry of Science, Education and Sports. The dynamics of implementing activities within the metrology component are clearly dependent on the former' decisions.

The State Office for Metrology will mainly conserve its tasks in the legal metrology field, under the auspices of the Ministry of Economy, Labour and Entrepreneurship.

The fact that the Project Implementation Unit is reduced to a single person deserves attention in a situation where the absorption capacity of a beneficiary institution is limited.

The coordination role for the implementation of project activities within HZN has been reattributed to the Deputy Director, Ms Snjezana Zima. Previously, Mr Zoran Smiljanic has been the contact point (for the last six months). During this period a number of activities from the standardisation component have been launched. The uninterrupted flow of relevant information within the organisation (as well as to the other beneficiaries and PIU) is critical to the effectiveness of the assistance. Formerly experienced difficulties in obtaining a constructive feed-back and full involvement of the beneficiary has been major source of concern in this component. The Director, Dr Dragutin Funda has however affirmed his personal and HZN's dedication to the conduct of all programmed activities for the following six-month period.

Ms Drazenka Haramincic Fakles has replaced Ms Maja Gusic as a contact person for coordination of project activities at the HAA.

Both, CARDS 2003 "Development of accreditation systems and support to national testing and calibration laboratories" and the Regional CARDS 2006 project "Quality Infrastructure" have terminated. Still, a number of supply contracts and future project proposals are steered by the PIU. The latest coordination meeting in September 2008 revealed that the flow of information between, as well as within, beneficiary institutions leaves space for improvement. Few changes of responsible coordination persons for implementation of project activities have coincided in this reporting period. In any case, making the flow of information more accessible to all individuals involved in project implementation would ease the task of the PIU and make the coordination more efficient. Efforts from all sides would be beneficial to achieve the common objectives.

### 3 PLANNED ACTIVITIES FOR THE 5<sup>th</sup> REPORTING PERIOD (06/10/2008 – 15/05/2009)

The implementation of the following activities, scheduled for the last reporting period, is pursued in the 5<sup>th</sup> reporting period:

N°	Component	Activity	Methodology	Status
1.2	CB	Support to draft the organizational development strategy of the Croatian Metrology Institute	D2 / D4	postponed
1.4	CB	Fine-tuning of the HZN strategy	D2	postponed
1.5	CB	Support to establishment of the HZN business plan (human resources, financial planning)	D2	postponed
2.3	CB	Review of the standardization law and related laws, proposal for the amendments	D2 / D4	In progress
4.1	CB	Workshop on defining areas of cooperation with major partners	D2 / D3	postponed
4.4	CB	Training in managing metrology projects ( <i>additional</i> )	D1	postponed
5.1	CB	Analysis of Internal Rules and Procedures	D2 / D4	postponed
5.3	CB	Support to HZN committee work (voting, notifications to CEN/CENELEC)	D1	In progress
5.4	CB	Visit at a NSB – exchange of experiences on TC work	D1	In progress
5.6	CB	Visit at a NSB – exchange of experiences on drafting of standards	D1	In progress
6.1	HR	Increasing financing of standardization – support to sale, especially e-sale and marketing	D1	In progress
6.3	HR	Standardization database management and IT security	D1	In progress
6.4	HR	Archiving of the documents – paper and electronic	D1	In progress
7.3	HR	Evaluation of laboratories progress to be designated as national laboratories in the field of metrology in chemistry and apply for accreditation	D2	In progress
7.4	HR	Environmental protections (water, emissions): witnessing of assessment in EU Member State	D1	In progress
7.5	HR	Food (organic farming): witnessing of assessment in EU Member State	D1	In progress
7.8	HR	Food (safety, quality) - mandatory area based on national regulations and/or EU directives: witnessing of assessment, performed by EU assessors	D2	In progress
7.12 7.14	HR	Post-proficiency testing workshop(Food)	D2 / D4	In progress
8.2	HR	Support to elaboration and implementation of necessary procedures and working instructions for newly selected national laboratories in the field of MiC	D2 / D4	In progress
11.3	AC	Support to elaboration and publishing of information materials in priority conformity assessment sectors	D2 / D4	In progress

In addition, the following activities have been scheduled to take place in the final reporting period.

<b>N°</b>	<b>Component</b>	<b>Activity</b>	<b>Methodology</b>
1.3	CB	<b>Support to drafting of organizational development strategy of the Croatian Metrology Institute (follow-up)</b>	D2
1.6	CB	<b>Support to establishment of the HZN business plan (follow-up)</b>	D2
2.6	CB	<b>Further support to legislation approximation</b>	D2
4.2	CB	<b>Support to newly established HMI in building up relation with stakeholders</b>	D2
4.3	CB	<b>Providing assistance in drafting MoUs</b>	D4
5.2	CB	<b>Analysis of Internal Rules and Procedures (follow-up)</b>	D2 / D4
5.5	CB	<b>Support to drafting of standards</b>	D2
5.7	CB	<b>Support to preparation of the CEN/CENELEC application</b>	D2 / D4
5.8	CB	<b>Preparation for the CEN/CENELEC audit – exercising audit situations</b>	D2
5.9	CB	<b>Support to full integration into the CEN/CENELEC system</b>	D2
6.2	HR	<b>Increasing financing of standardization – support to sale, especially e-sale and marketing (follow-up)</b>	D2
6.5	HR	<b>Support to the establishment of the terminology database</b>	D2
6.6	HR	<b>Support to drafting the ToR for further support in terminology database</b>	D2 / D4
6.7	HR	<b>Train-the-trainers</b>	D3
7.13	HR	<b>Post-proficiency testing workshop (Environment)</b>	D1
7.15	HR	<b>Specialised training for technical assessors (food and environment priority areas)</b>	D1
8.1	HR	<b>Peer-assessment of the HAA Management system according to ISO 17011</b>	D2
9.2	HR	<b>Sector oriented workshops on conformity assessment</b>	D3
10.1	AC	<b>Providing project presentation</b>	D3
10.3	AC	<b>Workshop with Croatian authorities on standardisation and its interlinks with European technical legislation and conformity assessment system</b>	D3
10.4	AC	<b>National conference on quality infrastructure, technical regulations and conformity assessment</b>	D3

11.2	AC	<b>Support on elaboration and publishing a booklet on European Technical Regulation</b>	D4
11.4	AC	<b>Preparing and printing information leaflet on one of the HAA priority fields</b>	D4
	Project Management	Final Steering Committee Meeting	D5

In order to facilitate the follow-up of the activities from the synthetic table above, the deliverables are always classified as follows:

<b>DELIVERABLES</b>	
<b>D1</b>	Croatian Experts on a training session abroad
<b>D2</b>	Short visit of EU experts to Croatia
<b>D3</b>	Events organised in Croatia
<b>D4</b>	Printed documents and materials
<b>D5</b>	Other deliverables - mainly project management (meetings etc.)

More detailed explanation of each one of the activities that remain to be conducted in the following reporting period follows. The list includes also the activities that have been started in the previous reporting period, as well as those that have been postponed.

### 3.1 INSTITUTIONAL CAPACITY BUILDING (CB)

#### 1/ Drafting/updating strategies for beneficiary institutions

Activity 1.2	Support to drafting of organizational development strategy of the Croatian Metrology Institute
Status up-date	The Activity is POSTPONED from the previous reporting period. The conduct depends on the establishment of the Croatian Metrology Institute (HMI).
Background information	<p>The amended Metrology Act provides the legal base for the establishment of the Croatian Metrology Institute (HMI). The elaborated National Strategy in the field of metrology provides larger framework relevant to the evolution of the national system. The HMI's institutional strategy should provide guidelines for:</p> <ul style="list-style-type: none"> <li>a/ the organisational structure</li> <li>b/ further development of the scientific metrology</li> <li>c/ interactions with the other institutions on the national and international scene</li> </ul> <p>The working group elaborating the organisational strategy should involve the top management of the newly established HMI, as well as representatives from the national laboratories. The process is designed in two phases. This activity embodies the first phase of elaboration, while the follow-up is ensured through Activity 1.3.</p>
Objective of the activity	Elaborate an organisational strategy for HMI
Methodology	Working Group including HMI director and heads of laboratories
Implementation period	January 2009
Expected result	Prepared skeleton of the organisational strategy
Deliverables	<ul style="list-style-type: none"> <li>• Draft HMI strategic document</li> </ul>

Activity 1.3	Support to drafting of organizational development strategy of the Croatian Metrology Institute (follow-up)
Status up-date	The activity is scheduled for this reporting period. The conduct depends on the establishment of the Croatian Metrology Institute (HMI).
Background information	<p>The amended Metrology Act provides the legal base for the establishment of the Croatian Metrology Institute (HMI). The elaborated National Strategy in the field of metrology provides larger framework relevant to the evolution of the national system.</p> <p>The elaboration process is designed in two phases. The first stage comprises the working group session that is meant to elaborate the skeleton of the organisational strategy (activity 1.2). The follow-up (activity 1.3) will aim at finalising the document, while taking in consideration the exposed points from the first phase.</p> <p>This activity suffered major delays in implementation and has been finally rescheduled for 2009. It can not be conducted before formal decision on HMI establishment is taken by the Croatian Ministry of Science, Education and Sports.</p>
Objective of the activity	Elaborate an organisational strategy for HMI
Methodology	Working Group including HMI director and heads of laboratories
Implementation period	February 2009
Expected result	Formulated organisational strategy
Deliverables	<ul style="list-style-type: none"> <li>• HMI strategic document</li> </ul>

Activity 1.4	Fine-tuning of the HZN strategy
Status up-date	The Activity is POSTPONED from the previous reporting period.
Background information	<p>Since the establishment in 2005, the Croatian Standards Institute (HZN) has elaborated an integrated strategy, including a clear vision and mission. In line with its major strategic objective of achieving CEN / CENELEC membership, the institution's management has expressed the willingness to share experiences with other Standards Institutes from EU member states on this, as well as other related topics.</p> <p>The full dedication and involvement from HZN management are preconditions to the successful conduct of the activity.</p> <p>Activities within the standardisation component started to be implemented during the 4<sup>th</sup> reporting period.</p> <p>However, the management responsibility for the implementation with HZN has been shifted frequently. The basis of the fine-tuning process has been compromised, while the authors of the initial HZN strategic document have been excluded from the process without proposing adequate replacements.</p> <p>It is extremely important to underline that the strategy development requires full commitment and involvement at all stages of the process from the management.</p> <p>Finally, the Director General affirmed at the latest meeting in October 2008 that the formulation of the HZN strategy has become a priority and that all staff-members will be committed to achieve this objective. First session is expected to take place in November 2008.</p>
Objective of the activity	Provide an insight on possible improvements of HZN's strategy
Methodology	Expert's visit to Croatia
Implementation period	By December 2008
Expected result	<p>Aligning the document's wording with HZN's long term vision.</p> <p>Making the document more relevant and up-dated in order to provide proper understanding within, as well as outside the organisation</p> <p>Provide HZN's management with methodological tools for strategy development process including cyclical revaluation of objectives</p>
Deliverables	<ul style="list-style-type: none"> <li>Expert report, including provided comments on possible improvements of the Strategy</li> </ul>

Activity 1.5	Support to establishment of the HZN business plan (human resources, financial planning)
Status up-date	The Activity is POSTPONED from the previous reporting period.
Background information	<p>One of the objectives of the Institute's management remains to increase the level of financial self-reliance. Currently 10 % of HZN incomes are originated by commercial activities (membership fees, selling of standards etc.). Even though operating under central treasury system, that excludes the possibility of an independent management of the generated resources, the Institute remains dedicated to its business friendly positioning.</p> <p>Proper planning of the longer-run perspectives is essential for HZN's further progress along this path.</p> <p>Draft business plan to be prepared by HZN is the main precondition to the successful conduct of the activity.</p> <p>The activity is closely correlated to the strategy elaboration process (activity 1.4) and is designed to complement the former. It has been postponed for identical reasons.</p> <p>However, following the commitment from the Director General, it is expected that the implementation process will finally start and be completed in the final reporting period.</p>
Objective of the activity	Provide assistance while drafting a business plan for the Croatian Standards Institute
Methodology	Experts' visit to Croatia
Implementation period	By December 2008
Expected result	HZN presents a draft business plan, based on its annual budget and including realistic expectations on generated proper income.
Deliverables	<ul style="list-style-type: none"> <li>Report containing suggestions on eventual improvements of HZN's business plan</li> </ul>

Activity 1.6	Support to establishment of the HZN business plan (follow-up)
<b>Status up-date</b>	The activity is scheduled for this reporting period.
<b>Background information</b>	While activity 1.5 is concentrated on the methodological aspects, 1.6 will focus on the practical side of the business plan. Based on the first draft and suggested amendments (from the expert visit), HZN is expected to up-date the business plan. Further assistance, in the form of final comments to the document will be provided within this activity (1.6).
<b>Objective of the activity</b>	Provide assistance while drafting a business plan for the Croatian Standards Institute
<b>Methodology</b>	Amendments to the draft document
<b>Implementation period</b>	By January 2009
<b>Expected result</b>	HZN has elaborated a business plan, based on its annual budget and including realistic expectations on generated proper income
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>HZN's business plan</li> </ul>

## 2/ Revising the existing legislation

Activity 2.3	Review of standardization law and related laws, proposals for amendments
<b>Status up-date</b>	The activity is IN PROGRESS from the previous reporting period.
<b>Background information</b>	<p>The initially required assistance that would focus on proposed revision of the Law on Standardisation has been modified on beneficiary's request.</p> <p>The objective however remains to provide the Croatian Standards Institute (HZN) with an expert assessment on the legal framework in the light of the CEN/CENELEC membership criteria. In this context, the assistance provided under activity 5.1 is closely related.</p> <p>As the activities within the standardisation component started to be implemented during the 4<sup>th</sup> reporting period, the review of the legislative package has become a priority. Following the latest (re)assignment of a HZN contact person the programmed expert visit is expected to take place in November 2008. It will result in a report with recommendations.</p>
<b>Objective of the activity</b>	To assist Croatian authorities identifying needs on further alignment of the standardization related legislation
<b>Methodology</b>	EU expert visit
<b>Implementation period</b>	December 2008
<b>Expected result</b>	Recommendations for amendments where necessary
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Report on the existing legal framework in which HZN operates, including recommendations for amendments (if and where necessary)</li> </ul>

Activity 2.6	Further support to legislation approximation
<b>Status</b>	The activity is scheduled for this reporting period.
<b>Background information</b>	This activity is reserved for complementary assistance required from beneficiary institutions. The Ministry of Economy, Labour and Entrepreneurship (MELE) envisages revising the Law on technical requirements for products and on conformity assessment. Comments on the existent text are currently expected from the European Commission DG Enterprise and Industry. As a consequence, MELE has requested assistance in a form of advice for amendments to the law.
<b>Objective of the activity</b>	To assist Croatian authorities amending the national legislation
<b>Methodology</b>	EU expert reporting
<b>Implementation period</b>	January 2009
<b>Expected result</b>	Recommendations for amendments
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Report including recommendations for amendments (if and where necessary)</li> </ul>

#### 4/ Enhance cooperation between relevant stakeholders

Activity 4.1	Workshop on defining areas of cooperation with major partners
Status	The activity is POSTPONED from the previous reporting period. The conduct depends on the establishment of the Croatian Metrology Institute (HMI).
Background information	Once the Croatian Metrology Institute (HMI) is practically established, enhancing interlinks with other Quality Infrastructure institutions in the country will be beneficial. Metrology services' end-users but also Ministries (MSES and MELE), as well as DZM, HAA, HZN are among HMI's privileged stakeholders. The establishment of the HMI (including designation of an interim director and assignment of staff members) has still not taken place at the end of the 4 <sup>th</sup> reporting period. Following the adoption of the amended Metrology Act, the decision lays with the Ministry of Science, Education and Sports.
Objective of the activity	Position the HMI as integral part of the national infrastructure for quality
Methodology	Workshop
Implementation period	By February 2009
Expected result	Familiarise metrology stakeholders and define areas of cooperation with HMI
Deliverables	<ul style="list-style-type: none"> <li>• Presentations</li> </ul>

Activity 4.2	Support to newly established HMI in building up relation with stakeholders
Status	The activity is scheduled for this reporting period. The conduct depends on the establishment of the Croatian Metrology Institute (HMI).
Background information	Once the Croatian Metrology Institute (HMI) is practically established, enhancing interlinks with other Quality Infrastructure institutions in the country will be beneficial. The network of distributed national reference laboratories would need to be involved in the decision-making process in order to respond in the best possible manner to expectations from numerous stakeholders. Delays in the establishment of the HMI have postponed the conduct of this activity.
Objective of the activity	Position the HMI as integral part of the national infrastructure for quality
Methodology	Information sessions
Implementation period	By March 2009
Expected result	Communicate the defined national priorities to metrology stakeholders
Deliverables	<ul style="list-style-type: none"> <li>• Presentations</li> </ul>

Activity 4.3	Providing assistance in drafting MoUs
Status	The activity is scheduled for this reporting period. The conduct depends on the establishment of the Croatian Metrology Institute (HMI).
Background information	Once the Croatian Metrology Institute (HMI) is practically established, the enhancement of interlinks with other Quality Infrastructure institutions at the international stage will be achieved. The emerging European Metrology Research Programme presents opportunities for further developments in the field. The Memorandums of understanding will aim to enable HMI's integration within the national and international infrastructure. Delays in the establishment of the HMI have postponed the conduct of this activity.
Objective of the activity	Position the HMI as integral part of the international infrastructure for quality
Methodology	Provide comments on draft MoUs
Implementation period	By February 2009
Expected result	Prepared MoUs
Deliverables	<ul style="list-style-type: none"> <li>• Comments to MoUs</li> </ul>



<b>4.4 (additional)</b>	<b>Training in formulating metrology projects</b>
<b>Status</b>	The Activity is POSTPONED from the previous reporting period. Staff members' unavailability has delayed the conduct of this activity.
<b>Background information</b>	<p>The emergence of the Croatian Metrology Institute (HMI) would affect the handling of metrology projects at the level of the State Office for Metrology (DZM). The management of the latter institution perceives the current transition period (in view of HMI establishment) as an opportunity to further strengthen the administrative capacity for managing current and future projects in scientific metrology.</p> <p>In order to ensure coherent continuation of existent and possibly emerging projects the latter institution can benefit from investing in human capital within the Project Implementation Unit (PIU). It is highly recommended that the head of the PIU is involved.</p> <p>The focus of the HMI being on the scientific metrology (and considering the interest for participation in international projects from the national standard-holder laboratories), it has been considered as beneficial to provide specific training for concerned staff.</p>
<b>Objective of the activity</b>	Familiarization with future opportunities for (HMI) participation in metrology projects
<b>Methodology</b>	DZM / HMI staff on training abroad
<b>Implementation period</b>	December 2008
<b>Expected result</b>	DZM/HMI staff in position to formulate successful project proposal(s) in metrology
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Trained DZM/HMI staff (2)</li> </ul>

#### 5/ Support in preparing HZN for CEN and CENELEC membership

<b>Activity 5.1</b>	<b>Analysis of Internal Rules and Procedures</b>
<b>Status</b>	The Activity is POSTPONED from the previous reporting period. The relevant documents have been submitted and adequate staff members assigned.
<b>Background information</b>	<p>This activity is an integral part of the assistance that has been agreed in supporting the Croatian Standards Institute on the way towards fulfilling the CEN / CENELEC membership criteria.</p> <p>Activities 5.1 and 5.2 complement the activity 2.3 and are expected to be conducted in parallel starting from November 2008. The relevant legal framework is meant to be screened and possible amendments suggested. In the first stage, EU expert mission to HZN is envisaged within activity 5.1.</p>
<b>Objective of the activity</b>	To propose (if and where needed) interventions to the submitted documents
<b>Methodology</b>	EU expert visit
<b>Implementation period</b>	By December 2008
<b>Expected result</b>	Recommendations for amendments where necessary
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Report on the existing legal framework in which HZN operates, including recommendations for amendments (if and where necessary)</li> </ul>

<b>Activity 5.2</b>	<b>Analysis of Internal Rules and Procedures (follow-up)</b>
<b>Status</b>	The activity is scheduled for this reporting period.
<b>Background information</b>	<p>This activity is an integral part of the assistance that has been agreed in supporting the Croatian Standards Institute on the way towards fulfilling the CEN / CENELEC membership criteria.</p> <p>Activities 5.1 and 5.2 complement the activity 2.3 and are expected to be conducted in parallel starting from November 2008. Following the reporting, HZN is expected to adopt/reject the proposals. On the basis of the proposals, feedback will be provided in form of comments to suggested modifications in the text.</p>
<b>Objective of the activity</b>	Provide additional support in the process of revision of the Internal rules and procedures
<b>Methodology</b>	EU expert reporting
<b>Implementation period</b>	By December 2008
<b>Expected result</b>	Additional comments after revision
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Comments to proposed modifications</li> </ul>

<b>Activity 5.3</b>	<b>Support to HZN committee work (voting, notifications to CEN/CENELEC...)</b>
<b>Status</b>	The activity is IN PROGRESS from the previous reporting period. Five of the targeted institutions (CEN, BSI, ON, CNI, SIST) have already hosted HZN teams. Two more missions from the initial plan need to be conducted to ASRO and CENELEC, respectively in November and December 2008.
<b>Background information</b>	<p>This activity is an integral part of the assistance that has been agreed in supporting the Croatian Standards Institute on the way towards achieving the fulfilment of the CEN / CENELEC membership criteria.</p> <p>HZN's management considers that presentations from and interactions with corresponding CEN/CENELEC staff would be the best way of getting familiar with specific requirements and procedures.</p> <p>Working visits to the European standardisation organisations and National Standards Bodies in the EU member states have been organised for HZN experts. Two more visits remain to be conducted in the last reporting period.</p>
<b>Objective of the activity</b>	Assess the practice of managing TCs
<b>Methodology</b>	Visit to the CMC (including requested presentations) for HZN experts
<b>Implementation period</b>	By December 2008
<b>Expected result</b>	Croatian experts familiarized with CEN management practice - relevant for NSB of an EU candidate country
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Trained Croatian Experts</li> </ul>

<b>Activity 5.4</b>	<b>Visit at NSB – exchange of experiences on TC work</b>
<b>Status</b>	The activity is IN PROGRESS from the previous reporting period.
<b>Background information</b>	<p>This activity is an integral part of the assistance that has been agreed to be provided in supporting the Croatian Standards Institute on the way towards fulfilling the CEN / CENELEC membership criteria.</p> <p>HZN's management has listed working visits to EU member states' NSBs. These are considered to be beneficial in acquiring specific knowledge and exchange of experience at expert's levels.</p> <p>Working visits to the European standardisation organisations and National Standards Bodies in the EU member states have been organised for HZN experts. Five of the targeted institutions (CEN, BSI, ON, CNI, SIST) have already hosted HZN teams. Two more missions from the initial plan need to be conducted to ASRO and CENELEC, respectively in November and December 2008.</p>
<b>Objective of the activity</b>	Present the management practice in EU member state NSB
<b>Methodology</b>	HZN experts on training abroad
<b>Implementation period</b>	By December 2008
<b>Expected result</b>	Croatian experts familiarized with EU member state's NSB management practice of TCs functioning
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Trained Croatian Experts</li> </ul>

<b>5.5</b>	<b>Support to drafting of standards</b>
<b>Status</b>	The activity is scheduled for this reporting period.
<b>Background information</b>	This activity is an integral part of the assistance that has been agreed to be provided in supporting the Croatian Standards Institute on the way to fulfil the CEN / CENELEC membership criteria. Complementing the working visits to NSBs in the EU member states, one specific session will be organised at the specialist level.
<b>Objective of the activity</b>	Exchange of experience on drafting standards with fellow NSB from EU MS
<b>Methodology</b>	EU expert on mission to
<b>Implementation period</b>	By December 2008
<b>Expected result</b>	HZN experts familiar with EU MS's NSB practices in drafting standards
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• EU expert report</li> </ul>

<b>5.6</b>	<b>Visit at a NSB – exchange of experiences on drafting of standards</b>
<b>Status</b>	The activity is IN PROGRESS from the previous reporting period.
<b>Background information</b>	The activity is part of the activities designed to allow HZN specialists to acquire specific knowledge on typical National Standards Bodies' tasks in an EU member state. A series of working visits have been programmed for this purpose. Five of the targeted institutions (CEN, BSI, ON, CNI, SIST) have already hosted HZN teams. Two more missions from the original plan need to be conducted to ASRO and CENELEC, respectively in October and December 2008.
<b>Objective of the activity</b>	Exchange of experience on drafting standards with fellow NSB from EU MS
<b>Methodology</b>	HZN experts on training session to a Member State's NSB
<b>Implementation period</b>	By December 2008
<b>Expected result</b>	HZN experts familiar with EU MS's NSB practices in drafting standards
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Trained Croatian Experts (4)</li> </ul>

<b>Activity 5.7</b>	<b>Support to preparation of the CEN/CENELEC application</b>
<b>Status</b>	The activity is scheduled for this reporting period.
<b>Background information</b>	This activity is an integral part of the assistance that has been agreed in supporting the Croatian Standards Institute towards fulfilment of the CEN / CENELEC membership criteria. HZN's ambition is to prepare the application for the beginning of 2009. It assumes that all membership requirements would be fulfilled within this reporting period. The assistance in this context should support the Croatian Standards Body in the drafting process of the application.
<b>Objective of the activity</b>	Prepare an application for membership in the European organisations
<b>Methodology</b>	Provide comments to a draft application
<b>Implementation period</b>	March 2009
<b>Expected result</b>	Application ready for submission
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Comments to draft application</li> </ul>

<b>Activity 5.8</b>	<b>Preparation for the CEN/CENELEC audit – exercising audit situations</b>
<b>Status</b>	The activity is scheduled for this reporting period.
<b>Background information</b>	<p>This activity is an integral part of the assistance that has been agreed in supporting the Croatian Standards Institute on the way towards achieving the fulfilment of the CEN / CENELEC membership criteria.</p> <p>Before the CEN/CENELEC audit takes place, it would be useful for the applicant institution's staff to improve preparedness. This can be achieved through exercising in simulated audit environment. The activity aims at assisting HZN in the realisation of such simulated audit. EU expert will fulfil the task of an auditor.</p>
<b>Objective of the activity</b>	Improve readiness of HZN staff for CEN/CENELEC audit
<b>Methodology</b>	EU expert to HZN
<b>Implementation period</b>	By March 2009
<b>Expected result</b>	Relevant HZN staff members trained
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Expert report</li> </ul>

<b>Activity 5.9</b>	<b>Support to full integration into the CEN/CENELEC system</b>
<b>Status</b>	The activity is scheduled for this reporting period.
<b>Background information</b>	<p>This activity is an integral part of the assistance that has been agreed in supporting the Croatian Standards Institute on the way towards achieving the fulfilment of the CEN / CENELEC membership criteria.</p> <p>The cumulated delays in implementing the previous activities in the standardisation component make the timing questionable. EU experts have expressed their views that the HZN's timetable for full integration into the system is extremely ambitious. The effectiveness and sustainability of the assistance will depend on the HZN's capacities to compensate the cumulated delays in completing project activities.</p>
<b>Objective of the activity</b>	Assist the final stage of HZN's membership in the European organisations
<b>Methodology</b>	EU expert mission
<b>Implementation period</b>	By April 2009
<b>Expected result</b>	HZN fulfils all requirements
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Expert report</li> </ul>

### 3.2 HUMAN RESOURCES DEVELOPMENT (HR)

#### 6/ Training for standardisation experts

Activity 6.1	Increasing financing of standardization – support to sale, especially e-sale and marketing
<b>Status</b>	The activity is IN PROGRESS from the previous reporting period.
<b>Background information</b>	<p>In line with the objective to assist HZN in fulfilling the CEN/CENELEC membership criteria a number of Croatian experts would have the opportunity to improve their skills in specific tasks conducted at the level of a National Standards Body (NSB). This approach includes exchanging experiences with fellow colleagues from MS's standardisation bodies.</p> <p>As a key assumption for this activity to be successful - HZN should be in a position to make the procured e-sales system operational.</p> <p>HZN experts have attended a series of working sessions to EU member states NSBs (BSI, ON, CNI, SIST) within the previous reporting period. Presentations on equivalent systems were presented to HZN experts. One more missions, covering the same topic, will be conducted to ASRO in October 2008. As a result, HZN experts will acquire specific know-how from fellow institutions and be able to make the e-sales system effective.</p>
<b>Objective of the activity</b>	Increase the sale of standards through e-sale and marketing efforts
<b>Methodology</b>	HZN experts on training session to a Member State's NSB
<b>Implementation period</b>	By October 2008
<b>Expected result</b>	HZN able to launch E-sales operations
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Trained Croatian Experts (2)</li> <li>Operating E-sales system</li> </ul>

Activity 6.2	Increasing financing of standardization – support to sale, especially e-sale and marketing (follow-up)
<b>Status</b>	The activity is scheduled for this reporting period.
<b>Background information</b>	<p>This activity is designed to complement activity 6.1. According to the original plan, activity 6.2 was meant to be conducted one year after the e-sales system is operational. It would have then tackled the identified problems in implementation. Today, this is not possible any more, due to extensive delays in implementation of 6.1 (as with the entire standardisation component).</p> <p>Following the working visits to fellow NSB, HZN experts have raised concerns that the sales volume of standards in Croatia hardly justifies the existence of an e-sales system today. If this is accepted to be a valid argument by the beneficiary, the conduct of the activity 6.2 will be unnecessary.</p> <p>Findings from these activities need to be considered in the strategy drafting process under activity 1.4.</p>
<b>Objective of the activity</b>	Increase the sale of standards through e-sale and marketing efforts
<b>Methodology</b>	EU expert mission
<b>Implementation period</b>	By March 2009
<b>Expected result</b>	HZN able to launch E-sales operations
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Functional E-sales system</li> <li>Reporting on financing of standardisation</li> </ul>

Activity 6.3	Standardization database management and IT security
Status	The activity is IN PROGRESS from the previous reporting period.
Background information	<p>The activity is part of the package designed to allow HZN specialists to acquire specific knowledge on typical National Standards Bodies' tasks in EU member states.</p> <p>A series of working visits have been programmed for this purpose. Five of the targeted institutions (CEN, BSI, ON, CNI, SIST) have already hosted HZN teams. Two more missions from the original plan need to be conducted to ASRO and CENELEC, respectively in October and December 2008.</p>
Objective of the activity	Familiarise Croatian experts with MS NSB's management of databases
Methodology	HZN experts on training session to a Member State's NSB
Implementation period	By December 2008
Expected result	HZN experts familiar with EU MS's NSB practices in managing databases
Deliverables	<ul style="list-style-type: none"> <li>Trained Croatian Experts (2)</li> </ul>

Activity 6.4	Archiving of the documents – paper and electronic
Status	The activity is IN PROGRESS from the previous reporting period.
Background information	<p>In line with the objective to assist HZN in fulfilling the CEN/CENELEC membership criteria a number of Croatian experts would have the opportunity to improve their skills in specific tasks conducted at the level of NSB. This approach includes exchanging experiences with fellow colleagues from MS's standardisation bodies.</p> <p>A series of working visits have been programmed for this purpose. Five of the targeted institutions (CEN, BSI, ON, CNI, SIST) have already hosted HZN teams. Two more missions from the original plan need to be conducted to ASRO and CENELEC, respectively in October and December 2008.</p>
Objective of the activity	Familiarise Croatian experts with MS NSB's archiving system
Methodology	HZN experts on training session to a Member State's NSB
Implementation period	By December 2008
Expected result	HZN experts able to implement an adequate archiving system
Deliverables	<ul style="list-style-type: none"> <li>Trained Croatian Experts (1)</li> </ul>

Activity 6.5	Support to the establishment of the terminology database
Status	The activity is scheduled for this reporting period.
Background information	In line with the objective to assist HZN in fulfilling the CEN/CENELEC membership criteria a number of Croatian experts would have the opportunity to improve their skills in specific tasks conducted at the level of NSB. This approach includes exchanging experiences with fellow colleagues from MS's standardisation bodies.
Objective of the activity	Familiarise Croatian experts with MS NSB's terminology databases
Methodology	EU expert mission
Implementation period	By December 2008
Expected result	HZN experts able to establish the database
Deliverables	<ul style="list-style-type: none"> <li>Trained Croatian Experts (1)</li> </ul>

Activity 6.6	Support to drafting the ToR for further support in terminology database
Status	The activity is scheduled for this reporting period.
Background information	This activity is complementing the activity 6.5. It is designed to assist HZN in ensuring a long term support for the maintenance and up-grade of a terminology database. The establishment of the latter is a precondition to the conduct activity 6.6. Considering cumulated delays in implementation within the standardisation component, this activity is under risk. Only a highly dedicated HZN staff that will make considerable progress in a limited time can make the conduct of this activity feasible within the lifespan of the project.
Objective of the activity	Provide comments to draft ToR
Methodology	EU expert mission
Implementation period	By March 2009
Expected result	Drafted ToR
Deliverables	<ul style="list-style-type: none"> <li>Expert report</li> </ul>

Activity 6.7	Train-the-trainers
Status	The activity is scheduled for this reporting period.
Background information	In line with the objective to assist HZN in fulfilling the CEN/CENELEC membership criteria a number of Croatian experts would have the opportunity to improve their skills in specific tasks conducted at the level of NSB. This approach includes exchanging experiences with fellow colleagues from MS's standardisation bodies. Depending on identified needs by the HZN' management, additional sessions for transfer of specific knowledge will be organised. The organisation of this activity can only be envisaged after the organisational strategy is updated.
Objective of the activity	Facilitate the distribution of acquired knowledge across the institution
Methodology	EU expert mission
Implementation period	February 2009
Expected result	HZN experts able to train staff members
Deliverables	<ul style="list-style-type: none"> <li>Trained Croatian trainers</li> </ul>

## 7/ Training in Metrology in Chemistry

Activity 7.3	Evaluation of laboratories progress to be designated as national laboratories in the field of metrology in chemistry and apply for accreditation
Status	The activity is IN PROGRESS from the previous reporting period.
Background information	Once the selection process of future national reference laboratories in MiC is concluded, assistance at the initial stage of integrating the national system would be needed. The extended selection process has delayed the progress in this activity. Therefore, the completion has been prolonged into the next reporting period.
Objective of the activity	Establish a viable system for traceability dissemination for selected chemical measurements
Methodology	EU expert mission to selected laboratories
Implementation period	By March 2009
Expected result	Defined scope for accreditation
Deliverables	<ul style="list-style-type: none"> <li>Report including a plan of activities to be undertaken by the laboratory(ies)</li> </ul>



<b>Activity 7.4</b>	<b>Environmental protections (water, emissions) - mandatory area based on national regulations and/or EU directives: witnessing of the assessments, performed in EU Member State</b>
<b>Status</b>	The activity is IN PROGRESS from the previous reporting period.
<b>Background information</b>	A number of applicant laboratories are expected by the Croatian Accreditation Agency in the middle-term to be acting in the environmental and alimentary fields. The agency has used in the past the concept of "pilot-applicants" while performing accreditation exercise in pioneering fields. In the scope of this project it is expected to adopt a similar approach, while providing on-site "training" for future technical assessors and representatives of "pilot-laboratories". Laboratory assessments in EU member states suitable for the witnessing by Croatian assessors have been identified. SA proposed two laboratories applying for accreditation in fields of HAA interest. Timing has to be additionally agreed with laboratories.
<b>Objective of the activity</b>	Provide future technical assessors with practical insight on the assessments performed in chosen priority fields
<b>Methodology</b>	Croatian experts (likely to become technical assessors in the environmental field) assisting an assessment performed in an EU member state
<b>Implementation period</b>	By January 2009
<b>Expected result</b>	HAA staff / contractors familiarised with methods used and technicalities linked to performed assessment in the chosen field
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Trained Croatian experts (2)</li> </ul>

<b>Activity 7.5</b>	<b>Food (organic farming): witnessing of assessment in EU Member State</b>
<b>Status</b>	The activity is IN PROGRESS from the previous reporting period.
<b>Background information</b>	A number of applicant inspection bodies are expected by the Croatian Accreditation Agency in the middle-term acting in the environmental and alimentary fields. HAA has used in the past the concept of "pilot-applicants" while performing accreditation exercise in pioneering fields. Language barriers have been identified as an obstacle for a previous occasion. Finally, opportunities have emerged in Slovenia. The assessment of one inspection body acting in the organic farming field by the SA will be witnessed by Croatian assessors.
<b>Objective of the activity</b>	Provide future technical assessors with practical insight on the assessments performed in chosen priority fields
<b>Methodology</b>	Croatian experts (likely to become technical assessors in the environmental field) assisting an assessment performed in an EU member state
<b>Implementation period</b>	By February 2009
<b>Expected result</b>	HAA staff / contractors familiarised with methods used and technicalities linked to performed assessment in the chosen field
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Trained Croatian experts (2)</li> </ul>

<b>Activity 7.8</b>	<b>Food (safety, quality) - mandatory area based on national regulations and/or EU directives: witnessing of assessment, performed by EU assessors</b>
<b>Status</b>	The Activity is IN PROGRESS from the previous reporting period.
<b>Background information</b>	A number of applicant laboratories are expected by the Croatian Accreditation Agency in the middle-term to be acting in the environmental field. The agency has used in the past the concept of "pilot-applicants". The assessment has been programmed to take place at "Petrokemija – Kutina" laboratory. However, the accreditation process there has been delayed and depending on HAA decision, an alternative laboratory might be subject to this activity.
<b>Objective of the activity</b>	Assessing applicant laboratory in chosen priority fields
<b>Methodology</b>	EU experts performing assessment in applicant pilot-laboratory
<b>Implementation period</b>	December 2008
<b>Expected result</b>	HAA staff / contractors familiarised with methods used and technicalities linked to performed assessment in the chosen field
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Conducted assessment</li> </ul>



Activities 7.12 and 7.14	Post-proficiency testing workshop (Food)
<b>Status</b>	The activity is IN PROGRESS from the previous reporting period.
<b>Background information</b>	<p>Representatives from two ILC organisers (Agricultural Faculty at the University of Zagreb and the Croatian Institute of Viticulture and Enology, performing respectively measurements on milk and wine samples) have attended a series of working meetings with EC JRC-IRMM experts. Statistical analysis of results and practicalities in handling of samples were part of the discussed subjects.</p> <p>The obtained results from both exercises, supported within the current CARDS programme 2004 project, have been presented at the National conference organised by the Croatian Metrology Society in September 2008.</p> <p>In addition, the beneficiaries concluded that the participation of IRMM experts to a round-table - gathering the ILC participants in Croatia – could benefit both the organisers and participating laboratories. The beneficiaries need to communicate the envisaged dates for these events.</p>
<b>Objective of the activity</b>	1/ Provide experts' advises to national ILC organisers 2/ Assist on statistical analysis of the results 3/ Draw conclusions
<b>Methodology</b>	1/ Experts mission to Croatia 2/ Croatian Experts visit of EC JRC – IRMM 3/ Organised post-proficiency testing workshop
<b>Implementation period</b>	By December 2008
<b>Expected result</b>	ILC results presented
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Report with recommendations on conducted ILC</li> </ul>

Activity 7.13	Post-proficiency testing workshop (Environment)
<b>Status</b>	The activity is scheduled for this reporting period.
<b>Background information</b>	<p>The development a national system for traceability dissemination (in MiC) comprises the organisation of inter-laboratory comparisons (ILC) for strategically important matrices and compounds (e.g. components in milk, coastal water or wine, etc). It has been identified that providing technical advise to emerging national ILC organisers would be beneficial (e.g. handling stability and homogeneity of samples, etc).</p> <p>For this purpose, experts would visit and provide advice to Croatian ILC organising laboratories. Once the measurements are conducted by participating laboratories, assistance will be provided in managing statistical analysis and organising post-proficiency testing workshop.</p> <p>The rationale for this action would be to transfer knowledge to Croatian experts that would be able to repeat the exercise independent of external assistance in the future. The result would critically depend on the capability of the organising laboratory to manage an ILC.</p>
<b>Objective of the activity</b>	1/ Provide experts' advises to national ILC organisers 2/ Assist on statistical analysis of the results 3/ Draw conclusions
<b>Methodology</b>	1/ Experts mission to Croatia 2/ Croatian Experts visit of EC JRC – IRMM 3/ Organised post-proficiency testing workshop
<b>Implementation period</b>	By January 2009
<b>Expected result</b>	ILC results presented
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Report with recommendations on conducted ILC</li> </ul>

<b>Activity 7.15</b>	<b>Specialised training for technical assessors (food and environment priority areas)</b>
<b>Status</b>	The activity is scheduled for this reporting period.
<b>Background information</b>	Following HAA's request, it has been envisaged to complement the assessment witnessing with focused trainings for technical assessors. The aim will be to provide an insight to Croatian assessors on the practical aspects of the accreditation process as conducted in an EU member state. It will also allow having complementary modules that cover aspects where some space for improvement has been identified by the HAA.
<b>Objective of the activity</b>	Train assessors on accreditation specific topics
<b>Methodology</b>	EU experts' mission
<b>Implementation period</b>	By February 2009
<b>Expected result</b>	Acquired practical knowledge about accreditation process in priority fields
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Trained Croatian assessors</li> </ul>

#### 8/ Development of procedures and working instructions

<b>Activity 8.1</b>	<b>Peer-assessment of the HAA Management system according to ISO 17011</b>
<b>Status</b>	The activity is scheduled for this reporting period.
<b>Background information</b>	In the course of the inception phase, HAA has identified as a need the assessment according to ISO 17011. The previous assessment was conducted in 2007 under the CARDS programme 2003 project.
<b>Objective of the activity</b>	Conduct an assessment of the HAA management system according to ISO 17011
<b>Methodology</b>	EU expert mission to Croatia (HAA)
<b>Implementation period</b>	By March 2009
<b>Expected result</b>	Conducted assessment
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Assessment Report with recommendations</li> </ul>

<b>Activity 8.2</b>	<b>Support to elaboration and implementation of necessary procedures and working instructions for newly selected national laboratories in the field of MiC</b>
<b>Status</b>	The activity is IN PROGRESS from the previous reporting period.
<b>Background information</b>	Following the completion of the selection process, national reference laboratory(ies) would be assisted in setting-up a system for disseminating traceability for strategically important chemical measurements. Basic assumption is that selected laboratories will comply with the requirements from the selection process. The extended selection process has delayed the progress in this activity. Therefore, the completion has been prolonged into the next reporting period.
<b>Objective of the activity</b>	Assist the elaboration of a quality system
<b>Methodology</b>	Expert mission to selected laboratory(ies)
<b>Implementation period</b>	January 2009
<b>Expected result</b>	Laboratory staff able to operate under quality system
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>List of recommendations</li> </ul>

## 9/ Training related to Conformity assessment topics

Activity 9.2	Sector oriented workshops on conformity assessment
Status	The activity is scheduled for this reporting period.
Background information	<p>Croatian conformity assessment system is in a process of establishment. Some conformity assessment bodies are already operational, others have a potential to become designated. Croatia is considering starting negotiations with the European Commission on a mutual recognition agreement (PECA/ACCA) for priority industrial sectors. Governmental officials, conformity assessment bodies and industrial operators need some training complementarily to the one provided by CARDS 2003 and other previous projects.</p> <p>Following the successful first workshop in June 2008, it appeared necessary to focus the following lectures on more technical level. Consequently, the Internal Market coordination unit within the MELE is expected to define the fields that will be subject of the complementary workshops in the follow-up. Five sectors have been short-listed.</p>
Objective of the activity	Provide relevant information to Croatian CABs and industry on sector specific CA prospects
Methodology	Workshop
Implementation period	February 2009
Expected result	Designated and potential conformity assessment bodies familiarised with the accreditation/designation procedure and conformity assessment modules
Deliverables	<ul style="list-style-type: none"> <li>• Training materials</li> <li>• List of participants</li> </ul>

### 3.3 AWARENESS CAMPAIGN (AC)

#### 10/ Organisation of public awareness activities

Activity 10.1	Providing project presentation
Status	The activity is scheduled for this reporting period.
Background information	Raising public awareness on the National quality infrastructure topics is one of the three pillars within the projects planning. The inception report has revealed some of the weaknesses in terms of deficient support for national actors in the quality infrastructure field. Familiarizing major decision-makers at the relevant ministries with the importance of supporting the development of an appropriate quality infrastructure. The third presentation is scheduled to take place at the CROLAB's annual conference in Osijek.
Objective of the activity	Raising the awareness about on-going progress in quality infrastructure field on national level
Methodology	Participation to a workshop / conference at national level
Implementation period	October 2008
Expected result	Familiarizing decision-makers and relevant stakeholders with beneficiary institutions' activities and contribution
Deliverables	<ul style="list-style-type: none"> <li>Presentation delivered</li> </ul>

Activity 10.3	Workshop with Croatian authorities on standardisation and its interlinks with European technical legislation and conformity assessment system
Status	The activity is scheduled for this reporting period.
Background information	Raising public awareness on the National quality infrastructure topics is one of the three pillars within the projects planning. The inception report has revealed some of the weaknesses in terms of deficient support for national actors in the quality infrastructure field. Familiarizing major decision-makers at the relevant ministries with the importance of supporting the development of an appropriate quality infrastructure.
Objective of the activity	Raise the awareness of the relevant national decision-makers about the particular role of an NSB
Methodology	Participation to a workshop / conference at national level
Implementation period	By March 2009
Expected result	Familiarizing decision-makers and relevant stakeholders with HZN's specific role
Deliverables	<ul style="list-style-type: none"> <li>Presentation delivered</li> </ul>

Activity 10.4	National conference on quality infrastructure, technical regulations and conformity assessment
Status	The activity is scheduled for this reporting period.
Background information	Raising public awareness on the National quality infrastructure topics is one of the three pillars within the projects planning. Familiarizing major decision-makers at the relevant ministries with the importance of supporting the development of an appropriate quality infrastructure is one of the key objectives. This is equally important for CABs and industry in the context of the EU accession.
Objective of the activity	Raising the overall awareness about quality infrastructure in Croatia
Methodology	Workshop / conference at the national level
Implementation period	March/April 2009
Expected result	Informing decision-makers and stakeholders on QI developments
Deliverables	<ul style="list-style-type: none"> <li>Workshop / conference organised</li> </ul>

**11/ Drafting and printing adequate material for organised trainings, workshops and for other public awareness purposes**

<b>Activity 11.2</b>	<b>Support on elaboration and publishing a booklet on European Technical Regulation</b>
<b>Status</b>	The activity is scheduled for this reporting period.
<b>Background information</b>	The Croatian Ministry of Economy, Labour and Entrepreneurship (MELE) as well as the quality infrastructure institutions are expected to keep economical operators informed about development of Croatian legislation and the harmonisation process.
<b>Objective of the activity</b>	Increase awareness about conformity assessment and the quality infrastructure
<b>Methodology</b>	Publishing (Internet and/or paper copy) of an information material(s)
<b>Implementation period</b>	By January 2009
<b>Expected result</b>	Available booklet on European Technical Regulation
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Information material (booklet)</li> </ul>

<b>Activity 11.3</b>	<b>Support of elaboration and publishing of information materials in conformity assessment priority sectors</b>
<b>Status</b>	The activity is IN PROGRESS from the previous reporting period.
<b>Background information</b>	<p>The Croatian Ministry of Economy, Labour and Entrepreneurship (MELE) as well as the quality infrastructure institutions are expected to keep economical operators informed about development of Croatian legislation and the harmonisation process.</p> <p>Following the success with the organisation of the Conformity Assessment workshop, the Internal Market Coordination Department within MELE aspires to elaborate an information material.</p> <p>The objective is to summarize the information provided by lecturers at the event and made it available to all interested stakeholders.</p> <p>The inputs are being compiled at the current stage and the activity should be concluded by the end of 2008.</p>
<b>Objective of the activity</b>	Increase awareness about conformity assessment and the quality infrastructure
<b>Methodology</b>	Publishing (Internet and/or paper copy) of an information material(s)
<b>Implementation period</b>	October 2008
<b>Expected result</b>	Available information article on conformity assessment
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Information material (booklet)</li> </ul>

<b>Activity 11.4</b>	<b>Preparing and printing information leaflet on one of the HAA priority fields</b>
<b>Status</b>	The activity is scheduled for this reporting period.
<b>Background information</b>	The Croatian Accreditation Agency plays an important role in distributing relevant information to the national stakeholders. It is envisage within the project to assist some of the agency's efforts in this sense.
<b>Objective of the activity</b>	Print and make available an information leaflet
<b>Methodology</b>	Publishing (Internet and/or paper copy) of an information material(s)
<b>Implementation period</b>	By March 2009
<b>Expected result</b>	Available leaflet from HAA priority areas
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Information material (leaflet)</li> </ul>

## **4 CONCLUSIONS AND RECOMMENDATIONS**

### **4.1 KEY ASSUMPTIONS**

The key assumptions would have to be valid as crucial precondition to the successful implementation of the planned activities:

- The Croatian Government will allocate necessary financial and human resources to meet the obligations defined in the Terms of Reference;
- All competent institutions will adequately implement the National Strategy in the field of metrology as adopted by the Croatian Government;
- Active involvement of all parties in the project and manifested dedication to the achievement of the objectives;
- The Croatian Ministry of Economy, Labour and Entrepreneurship (even though not a direct beneficiary of this project) will assume its coordinating role in the conformity assessment field and will enable inclusion of all competent authorities and stakeholders in project activities.
- The Croatian Ministry of Economy, Labour and Entrepreneurship, after consultations with national stakeholders, will be able to determine the priority areas for the project activities in conformity assessment.
- The Project Implementation Unit being the main interlocutor between all involved parties in the project, is sufficiently staffed and trained and benefits from an adequate support from the management and staff of the beneficiary institutions;
- The management of the Croatian Standards Institute is committed to the fulfilment of the agreed objectives and contributes to the conduct of the programmed activities;

### **4.2 ENHANCING RISKS**

- Failure to start implementing the National Strategy in the field of metrology by the key institutional actors;
- Further delays in the practical establishment of the Croatian Metrology Institute (nomination of a top manager, allocation of staff, etc.);
- Understaffed PIU;
- Insufficient flow of information to the PIU;
- Obstructed flow of information about planned activities between staff members at HZN;
- Extremely ambitious self-imposed agenda by HZN for the fulfilment of the CEN/CENELEC membership requirements.
- Lack of available staff at the newly established HMI that will be dedicated to the conduct of the planned tasks;
- Lack of interest and/or availability at the relevant ministries having competences linked to conformity assessment activities.

### 4.3 RECOMMENDATIONS

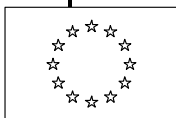
1. The delays in the establishment of the HMI, have affected the timing of a number of activities within the metrology component. The decision-making power for the establishment of the HMI lies with the Croatian Ministry of Science, Education and Sports. The current process will determine the dynamics of the activities' implementation. For these reasons, it is important that the main actors of the national metrology system are involved. If the Croatian Metrology Institute is not established in the timeframe envisaged by the National Strategy, the related assistance within this project runs the risk of being lost, or in the best case redirected to other components.
2. The absorption capacity remains limited while PIU is reduced to one person. The flow of information between involved parties in project implementation leaves room for improvement. Efforts to support the role of the PIU are essential in this context. The need to strengthen the PIU was also recommended by CODEF in the Sector Monitoring meeting in April 2008, and it has been emphasised at the follow-up meeting in October 2008. Actions in this sense should enable coordination between all stakeholders in the project. The expected emergence of the HMI emphasises the need for competent state authorities to strengthen their PIU's capacity.
3. In the last six-month period, a number of important activities within the standardisation component have been conducted. This fact is encouraging after cumulated delays in the past. It is critically important that the latest change in the management team does not disrupt the flow of information. Furthermore, sharing of acquired knowledge from conducted visits to fellow NSBs should be enabled within the organisation. Equally important, the engagement of the top management in the remaining activities is crucial to success.
4. Several opportunities have been identified for Croatian assessors to witness assessments in the EU member states. HAA has established a direct contact with fellow accreditation bodies. Considering the extensive planning period for the assessments, it is important that the choices are made without any further delays.
5. The Croatian Ministry for Economy, Labour and Entrepreneurship maintains its steering role for the conduct of the activities in the conformity assessment component. The possibility to determine the priority fields in consultation with other relevant national stakeholders is very important for the follow-up of the successfully conducted CA workshop in June 2008. Considering the deadlines, this component requires actions without further delays.

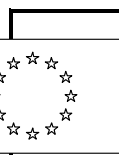
## **ANNEXES**

- Annex 1: Logical Framework
- Annex 2: Overall work-plan of the project
- Annex 3: Minutes from the 1<sup>st</sup> Steering Committee (October 2006)
- Annex 4: Minutes from the 2<sup>nd</sup> Steering Committee (April 2007)
- Annex 5: Minutes from the 3<sup>rd</sup> Steering Committee (October 2007)
- Annex 6: Minutes from the 4<sup>th</sup> Steering Committee (April 2008)
- Annex 7: Minutes from the 5<sup>th</sup> Steering Committee (October 2008)
- Annex 8: Resources Absorption Report



# Annex 1: Logical Framework





<div> <div>Project title:</div> <div> Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System </div> <div>Contract N: 116536 (30018)</div> </div>	<div>Project starting date:</div> <div>16/05/2006</div>	<div>Updated on:</div> <div>01/10/2007</div>
<div>Project end date:</div> <div>15/05/2009</div>	<div>Sheet no.</div>	

Intervention logic	Objectively verifiable indicators	Sources of verification	Assumptions and risks
Overall objective:			
The overall objective is to further develop the quality infrastructure in Republic of Croatia, in line with the provisions of the SAA, and to create an enabling environment for the Croatian industries and manufacturers to improve their trade and industrial relations with the EU and international markets as well as quality of life	Readiness of all beneficiaries to operate according to EU requirements	Various reports from relevant European organisations e.g. WELMEC, CEN/CENELEC	Continuous support from the Croatian Government to strengthen the role of technical infrastructure
Specific objectives:			
1/ Strengthen the national quality infrastructure system	Upgraded expertise of the quality infrastructure actors	Evaluation reports	Dedication to the objectives of all beneficiary institutions, as well as competent ministries and stakeholders
2/ Improve the technical expertise	Provided trainings for National experts	Experts' reports	Available experts and motivated management
3/ Raise public awareness on importance of proper functioning of national quality infrastructure	Organised public awareness events	Presentations, reports and distributed documents	Readiness at the competent ministries to support the efforts in up-grading the National quality infrastructure's institutional actors
Project Purpose			
To upgrade the performance of the national accreditation and the national standard services as well as the national metrology infrastructure in order to ensure continued improvement and harmonisation with EU system as well as to support them in preparing for membership in the relevant European organisations	Operational institutions in all priority areas	Project and expert reports, other national reports	Manifested continuous support towards achievement of the defined objectives from the top management and staff of all beneficiary institutions; Availability of motivated staff members within the institutions
Activities:			
1/ Institutional capacity building			
Drafting/updating strategies for beneficiary institutions	Strategic guidelines for all beneficiary institutions	Strategic documents reviews	Dedicated management that has a clear and realistic vision on the longer-run perspectives for the respective institution
Revising the existing legislation	Proposals for amending existing legislation	Proposed amendments	Inter-institutional consensus on the need to revise a relevant legislative acts; Full support from competent ministries;

			Inconsistencies between amended Metrology act and the Strategy, linked to disrupted sequencing of the activities; Risk of repetitive revisions of legislation due to partial alignment with the EU requirements
Networking in metrology in chemistry	Selected reference laboratories in MiC	Trainer's reports	Establishment of strategic partnerships between existing institutions is necessary
Enhancing cooperation between relevant stakeholders	Identified fields of cooperation between all relevant stakeholders	List of identified areas of cooperation	Mutually identified points of interest for cooperation between the relevant institutions;
Support in preparing HZN for CEN and CENELEC membership	Application to full membership ready for submission	Progress evaluation reports	Manifested dedication from management and staff to fulfil the criteria; Clear and visible support from the relevant ministries and national stakeholders;
<b>2/ Human Resources Development</b>			
Training for standardisation experts	Standardisation experts trained in number of areas	Croatian experts' reports	Available, motivated staff members within the Standards body; Full support from the corresponding line management;
Training courses in metrology in chemistry for analytical laboratories and technical assessors	Number of trained attendants	Expert's reports	Available human resources in the relevant institutions; Dynamism of the corresponding National MiC team; Interest within analytical laboratories on the raised topics;
Development of procedures and working instructions	Provided proposals for drafting procedures and working instructions	Draft recommendations	Successful selection of future national reference laboratories in MiC is conducted by HMI
Training related to conformity assessment topics	Number of conformity assessment bodies	Experts' reports	Possibility for the national actors to identify the priority areas; Manifested interest from end-users
<b>3/ Awareness campaign</b>			
Organisation of public awareness activities	Number of public awareness activities organised	Organisers' reports Agendas Presentations	Manifested interest from the key stakeholders in the organisation of such events; Readiness to contribute with presentations from the beneficiary institutions; Support from the relevant ministries
Drafting and printing adequate material for all organised trainings, workshops and for other public awareness purposes	Printed leaflets and other documents	Produced documents	Identified fields of major interest; Readiness from the beneficiary institutions and other national actors to contribute to the drafting process
			<b>Preconditions</b> <ul style="list-style-type: none"> <li>• All beneficiaries receptive and committed to ongoing pre-accession assistance project(s);</li> <li>• Availability of results achieved under CARDS 2003 project in order to ensure proper follow-up;</li> <li>• Consistent vision about the development of national metrology, standardisation, conformity assessment and accreditation system;</li> </ul>

## Annex 2: Overall work-plan of the project

<b>Project Title:</b>	Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System	<b>Contract number:</b>	116536 (30018)	<b>Country:</b>	Croatia
<b>Contract Duration:</b>	36 months	<b>Prepared on:</b>	05/04/2008	<b>Consultant:</b>	EC JRC-IRMM

No	Activities	Outputs	Reporting periods					Results	Deadline
			1st Oct 06 / Apr 07	2nd Apr 07 / Oct 07	3rd Oct 07 / Apr 08	4th Apr 08 / Oct08	5th Oct 08 / Apr 09		
Component 1: Drafting/updating strategies for beneficiary institutions									
1.1	Study visits to EU countries where responsibilities for metrology are distributed between several institutions	D1						DFM & SMU study visits	Mar-06
1.2	Support to drafting of organizational development strategy of the Croatian Metrology Institute	D2						conditioned by NMI establishment	Jan-09
1.3	Support to drafting of organizational development strategy of the Croatian Metrology Institute (follow-up)	D2						conditioned by NMI establishment	Feb-09
1.4	Fine-tuning of the HZN strategy	D2						HZN strategy	Dec-08
1.5	Support to establishment of the HZN business plan (human resources, financial planning)	D2						Recommendations	Dec-08
1.6	Support to establishment of the HZN business plan – follow-up	D2						HZN business plan	Jan-09
1.7	HAA's Strategy fine-tuning with special insight on development potentials for PT scheme organisers in Croatia	D2 / D4						HAA Strategy 2008-2010	Jun-08
Component 2: Revising the existing legislation									
2.1	Review of the Law on Metrology and harmonized legal acts, proposal for the amendments	D4						Amended Metrology Act	Apr-09

2.2	Review of legislation in which the New Approach Directives are transposed, proposal for the amendments	D4						Presentation at MELE on NAD implementation	Nov-06
2.3	Review of the standardization law and related laws, proposal for the amendments	D2 / D4						Recommendations	Dec-08
2.4	Support to drafting of amendments to the Law on metrology	D2 / D4						Amendments to the law	Feb-07
2.5	Drafting on amendments to the Law on technical requirements for products and on conformity assessment	D2 / D4						CARDS 2003 Provided assistance	
2.6	Further support on legislation approximation	D2						Law on technical requirements...	Jan-09
<b>Component 3: Networking in metrology in chemistry</b>									
3.1	Presentation Workshop of stakeholders involved in Metrology in Chemistry	D3						80 participants	Jan-07
3.2	Selection of laboratories potential to become national laboratories in metrology in chemistry field	D2						Presentation on MiC to DZM managers	Mar-07
3.3	Selection of laboratories potential to become national laboratories in metrology in chemistry field	D2						Recommended selection criteria	Oct-07
3.4	Selection of laboratories potential to become national laboratories in metrology in chemistry field	D2						Evaluation Committee	Apr-08
<b>Component 4: Enhancing cooperation between relevant stakeholders</b>									
4.1	Workshop on defining areas of cooperation with major partners	D3						conditioned by NMI establishment	Feb-09
4.2	Support to newly established Croatian Metrology Institute in building-up relations with stakeholders	D2						conditioned by NMI establishment	Mar-09
4.3	Providing assistance in drafting MoUs	D4						conditioned by NMI establishment	Feb-09
4.4	Training in formulating metrology projects	D1					Additional	PIU & National laboratories	Dec-08

Component 5: Support in preparing HZN for CEN and CENELEC membership									
5.1	Analysis of Internal Rules and Procedures	D2 / D4						Report	Dec-08
5.2.	Analysis of Internal Rules and Procedures – follow up	D2 / D4						Recommendations for amendments	Dec-08
5.3	Support to HZN committee work (voting, notifications to CEN/CLC...)	D2				In progress		working session to CEN/CENELEC	Dec-08
5.4	Visit at a NSB – exchange of experiences on TC work	D1				In progress		working sessions to NSBs	Dec-08
5.5	Support to drafting of standards	D2						Croatian experts to EU MS NSB	Dec-08
5.6	Visit at a NSB – exchange of experiences on drafting of standards	D1				In progress		working sessions to NSBs	Dec-08
5.7	Support to preparation of the CEN/CENELEC application	D2 / D4						Comments to application	Mar-09
5.8	Preparation for the CEN/CENELEC-audit – exercising audit situations	D2						Expert report	Mar-09
5.9	Support to full integration into CEN/CENELEC system	D2						Expert report	Apr-09
Component 6: Training for standardisation experts									
6.1	Increasing financing of standardization – support to sale, especially e-sale and marketing	D2				In progress	conditioned by e-sale system	Trained Croatian experts	Oct-08
6.2	Increasing financing of standardization – support to sale, especially e-sale and marketing – follow up	D2						Functional e-sales system	Mar-09
6.3	Standardization database management and IT security	D2				In progress		working sessions to NSBs	Dec-08
6.4	Archiving of the documents – paper and electronic	D1				In progress		working sessions to NSBs	Dec-08
6.5	Support to establishment of the terminology database	D2						Trained Croatian experts	Dec-09

6.6	Support to drafting the TOR for further support in terminology database	D2 / D4						Drafted ToR	Mar-09
6.7	Train-the-trainers specific session	D3						Trained Croatian trainers	Feb-09
<b>Component 7: Training courses in metrology in chemistry for analytical laboratories and technical assessors</b>									
7.1	Workshop providing training for staff of newly selected national standard laboratories in the field of metrology in chemistry	D2 / D4						Trained Croatian experts (3)	Dec-07
7.2	Translation of TrainMiC training materials in Croatian language	D4						TrainMiC modules in Croatian	May-07
7.3	Evaluation of laboratories progress to be designated as national laboratories in the field of metrology in chemistry and apply for accreditation	D2						Report	Mar-09
7.4	Environmental protections (water, emissions): witnessing of assessment in EU Member State	D1				In progress		Trained Croatian experts (2)	Jan-09
7.5	Food (organic farming): witnessing of assessment in EU Member State	D1				In progress		Trained Croatian experts (2)	Feb-09
7.6	Environmental protections (waste products): witnessing of assessments, performed by EU assessors	D2						ZJIZ (3 assessors)	Oct-07
7.7	Environmental protections (environment): witnessing of assessment, performed by EU assessors	D2						Metroalfa, Ekspert (2 assessors)	Mar-08
7.8	Food (safety, quality) - mandatory area based on national regulations and/or EU directives: witnessing of assessment, performed by EU assessors	D2					labs to be identified by HAA	Conducted assessment	Dec-08
7.9	Training in Metrology in Chemistry (TrainMiC I)	D2						Trained Croatian experts (23)	Feb-07
7.10	Training in Metrology in Chemistry (TrainMiC II)	D2						Trained Croatian experts (36)	Mar-08
7.11	Participation to International Proficiency Testing Conference	D1						Presentation from Croatian expert	Oct-07
7.12	Post-proficiency testing workshop (Food)	D1				In progress		ILCs participants in priority fields	Dec-08

7.13	Post-proficiency testing workshop (Environment)	D1						ILCs participants in priority fields	Jan-09
7.14	Post-proficiency testing workshop (Food)	D1				In progress		ILCs participants in priority fields	Dec-08
7.15	Specialised training for technical assessors (Food and Environment priority areas)	D1						Trained Croatian Assessors	Feb-09
7.16	Participation of Croatian participants to an international TrainMiC activity (held in Maribor-SLO)		additional					Trained Croatian experts (2)	Feb-07
7.17	TrainMiC "Train-the-Trainers" course			additional				Trained Croatian trainers (5)	Sep-07
<b>Component 8: Development of procedures and working instructions</b>									
8.1	Peer-Assessment of the HAA management system according to ISO 17011	D2						Assessment report	Mar-09
8.2	Support to elaboration and implementation of necessary procedures and working instructions for newly selected national laboratories in the field of MiC	D2				In progress		Recommendations	Jan-09
<b>Component 9: Training related to conformity assessment topics</b>									
9.1	Workshops on European Technical Regulations	D3						Organised workshop	Jun-08
9.2	Sector oriented workshops on conformity assessment	D3					Input from MELE expected	Focused workshops (2)	Dec-08
<b>Component 10: Organisation of public awareness activities</b>									
10.1	Providing project presentation at least on 3 national events	D3			(1) Oct-07 CROLAB Cavtat	(2) Sep-08 HMD Opatija	(3) Oct-08 CROLAB Osijek	Provided presentations	Oct-08
10.2	Organization of Metrology promotion day on the occasion of the Word Metrology Day - 20 May	D3						Metrology promotion day	May-08
10.3	Workshop with the Croatian authorities on standardization and its interlinks with European technical legislation and conformity assessment system	D3						Presentation delivered	Mar-09

10.4	National conference on quality infrastructure, technical regulations and conformity assessment	D3						Workshop / Conference	Apr-09
<b>Component 11: Drafting and printing adequate material for all organised trainings, workshops and for other public awareness purposes</b>									
11.1	Support of the elaboration and publishing of information leaflet on metrological infrastructure established in metrology in chemistry	D4						Leaflet presenting the concept of MiC	Jan-07
11.2	Support of the elaboration and publishing a booklet on European Technical Regulations	D4					Input from MELE	Information material published	Mar-08
11.3	Support of elaboration and publishing of information materials in conformity assessment priority sectors	D4					Input from MELE	Booklet published	Oct-08
11.4	Preparing and printing info leaflet on one of the HAA priority fields	D4					Input from HAA	Information material	Dec-08
<b>Project Management</b>									
	1st Steering Committee meeting	Inception Report							Oct-06
	2nd Steering Committee meeting	1* Interim Report							Mar-07
	3rd Steering Committee meeting	2* Interim Report							Oct-07
	4th Steering Committee meeting	3* Interim Report							
	5th Steering Committee meeting	4* Interim Report							Oct-08
	Final Steering Committee meeting	Final Report							Apr-09



### Annex 3: Minutes from the 1<sup>st</sup> Steering Committee meeting



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL  
JOINT RESEARCH CENTRE  
Institute for Reference Materials and Measurements

Zagreb, 5<sup>th</sup> October 2006

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#### **CARDS 2004 – CROATIA QUALITY INFRASTRUCTURE**

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#### **MINUTES**

#### **From the First Steering Committee meeting**

The Steering Committee meeting was shared for both CARDS 2004 projects, entitled:

- 1/ **Assessment of national priorities for metrology and conformity assessment**
- 2/ **Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System**

<b>Proposed Agenda</b>
------------------------

Activity	Approx. time
<ul style="list-style-type: none"><li>Welcome word by the Chairperson</li></ul>	5 min
<ul style="list-style-type: none"><li>Steering Committee members' introduction</li></ul>	5 min
<ul style="list-style-type: none"><li>Projects' presentation (Inception phase, plan, implementation):</li></ul>	15 min
<b>1/ Assessment of national priorities for metrology and conformity assessment</b>	
<b>2/ Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System</b>	
<ul style="list-style-type: none"><li>Questions</li></ul>	10 min
<ul style="list-style-type: none"><li>Discuss 1st Reporting period points (Oct '06 – Mar '07)</li></ul>	15 min
<ul style="list-style-type: none"><li>Discussion</li></ul>	15 min
<ul style="list-style-type: none"><li>Agree on the date for the next Steering Committee meeting</li></ul>	5 min

## Participants

SC Members			Institution	Position	Note
Ms	Tajana	KESIĆ-ŠAPIĆ	Min. of Economy, Labour and Entrepreneurship	State Secretary	
Ms	Biserka	BAJZEK-BREZAK	HAA	Temporary director	Not present – delegated representative
Ms	Snježana	ZIMA	HZN	Temporary director	
Ms	Liljana	BAŠURA	DZM	Head of PIU	
Mr	Miroslav	BANIĆ	DZM	Head of OMP, PJ Zagreb	
Mr	Mirko	VUKOVIĆ	DZM	Director General	Not present – delegated representative
Mr	Davor	ČILIĆ	Central Office for Development Strategy and Coordination of EU Funds	Deputy State Secretary	Not present – delegated representative
Mr	Lino	FUČIĆ	Min. of Env.pro, Phy.pl. and Construction	Head of section for building construction	Not present – delegated representative
Dr	Sami	SAMARDZIC	Min. of Health and Social Welfare	Head of PIU	Not present – delegated representative
Mr	Dubravka	VLAŠIĆ - PLEŠE	Min. of Foreign Affairs and European Integration	Head of department	
Ms	Božena	VRBANIĆ	State Inspectorate	Deputy Chief Inspector	Not present – delegated representative
Ms	Friederike	WUENSCHMANN	EC Delegation in Zagreb	Sector manager	
Dr	Philip	TAYLOR	EC DG JRC - IRMM	Project Director	
Mr	Nikola	POPOSKI	EC DG JRC - IRMM	Team Leader	

Also attending:

- |                          |  |
|--------------------------|--|
| • Ms Vlasta GACESA-MORIĆ | - Croatian Standards Institute   |
| • Ms Maja GUSIĆ          | - Croatian Accreditation Agency  |
| • Ms Ladislava ČELAR     | - Ministry of Economy, Department for IM Coordination                  |
| • Dr Nineta MAJCEN       | - European Commission DG JRC – IRMM                                    |
| • Ms Ani TODOROVA        | - European Commission DG JRC – IRMM                                    |
| • Ms Nataša WEISS        | - State Inspectorate   |
| • Ms Mirna ŠTAJDUHAR     | - Central Office for Development Strategy and Coordination of EU Funds |

- The Chairperson, State Secretary from the Ministry of Economy, Labour and Entrepreneurship, *Ms Kesić-Šapić* welcomed all participants at the first Steering Committee meeting for the CARDS 2004 projects:
  1. *Assessment of national priorities for metrology and conformity assessment (12 months duration), and*
  2. *Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System (36 months duration).*
- Introductory "tour de table" of all attendants followed the welcoming statement.
- The members of the Steering Committee Ms Božena VRBANIĆ, Dr Sami SAMARDŽIĆ, Mr Lino FUČIĆ, Mr Davor ČILIĆ were not present, while they have designated respective representatives.
- The Chairperson, *Ms Kesić-Šapić* stressed that the presence of all Steering Committee members would be requested and expected for the following SC sessions.
- Projects' team leader, *Mr Poposki* presented the proposed activities that have been concluded within both projects with the beneficiary institutions during the inception phase.
- Projects' director, *Dr Taylor* has illustrated the importance of the Quality Infrastructure element as a component of the Croatian accession to the EU, putting an accent on the crucial role of direct involvement of all relevant actors and decision-makers in the implementation phase in order to transform the plan into reality.
- The State Secretary, *Ms Kesić-Šapić* has expressed Croatia's Government and her own, full support to the projects and has encouraged all the participants to offer their best contribution in this process.
- Project's manager, *Ms Wünschmann* underlined the fact that having the European Commission as a consultant offers a unique opportunity for the beneficiaries, having in mind for instance the revision process of some core legislation. The Law on technical requirements for products and on conformity assessment is typically one of these points where Commission's inputs while drafting the amendments would be extremely beneficial. As a bottom line, this approach comforts both the Croatian Government and the European Commission as partners in the process of assimilating the "acquis communautaire".
- *Ms Vlašić – Pleše* clarified from the behalf of the Ministry of Foreign Affairs and European Integration, that a first draft of the revised Law on technical requirements for products and on conformity assessment has been circulated through the inter-ministerial consultation channels, but that the proposed text would be subject to further comments and improvements. Proposed assistance in this context would certainly be beneficial to the quality of the final output, before being submitted for adoption to the Parliament.
- From the behalf of the Croatian Accreditation Agency as one of the beneficiaries, *Ms Gusić* expressed management's satisfaction from the cooperation that has been established during the inception phase and the proposed plan as an outcome of this process.
- Presenting the view of one of the beneficiary institutions, the State Office for Metrology, *Ms Bašura* pointed out that the formulated proposals reflect DZM's expectations and that these draft reports offer good basis for further implementation.
- The director of the Croatian Standards Institute, *Ms Zima* (having done considerable efforts in order to attend two parallel meetings) concluded that the suggested planning, as well as the positive interaction with the consultant, is perceived by HZN as a solid ground on the way of achieving the listed objectives.
- Commenting on a positive note the submitted drafts of the inception reports, *Ms Wünschmann* has listed several remarks concerning the textual part, including:
  - Contract's starting date (16<sup>th</sup> instead of 15<sup>th</sup> of May 2006);
  - Project Implementation Unit (instead of Project Management Unit on p.10 and further);
  - Listing indicative m/days against suggested activities (this already been included in the latest version of the annexes; but not in the initial one);
  - Copying the paragraph relevant for the Ministry of Economy's role to both draft Inception Reports;

- Adjusting the recommendations part in both draft reports along the same lines.
- In the concluding word, the Chairperson, *Ms Kesić-Šapić* affirmed that she would be extremely supportive to the successful conduct of both projects and encouraged all participants to invest the required efforts in order to achieve the commonly agreed objectives.
- The next Steering Committee meeting on both projects has been scheduled to take place after six months, at the very end of March 2007. At that time, the results from both projects' advances for the first implementation period would be presented through interim reports.
- Furthermore, the final report on the 12 months lasting strategy producing project, entitled "Assessment of national priorities for metrology and conformity assessment", would be subject of a separate Steering Committee session, taking place three weeks before the end of this contract, meaning at the end of April 2007.
- Steering Committee's envisaged sessions are presented in the following table:

Year 2006											
				May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
				16th Signature of contracts	1st - 2nd Kick-off meeting	Inception phase...			5th First Steering Committee		
Year 2007											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
		Second Steering Committee	Final SC Strategy in Metrology	End of 12 months contract					Third Steering Committee		
Year 2008											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
		Fourth Steering Committee							Fifth Steering Committee		
Year 2009											
Jan	Feb	Mar	Apr	May							
			Final Steering Committee	End of 36 months contract							

*Prepared by:* Mr Nikola Poposki (project OR Team? (see above) leader)

*Authorised by:* Ms Tajana Kesić-Šapić (Steering Committee's chairperson)

*Distributed to Steering Committee's members:*

Mr Mirko VUKOVIĆ, Ms Snježana ZIMA, Ms Biserka BAJZEK-BREZAK, Mr Miroslav BANIĆ, Ms Liljana BAŠURA, Ms Dubravka VLAŠIĆ – PLEŠE, Mr Davor ČILIĆ, Mr Lino FUČIĆ, Ms Božena VRBANIĆ, Dr Sami SAMARDZIĆ, Dr Philip TAYLOR, Ms Friederike WUENSCHMANN.

## **Annex 4: Minutes from the 2<sup>nd</sup> Steering Committee meeting**

CARDS Program CROATIA 2004

"Assessment of National Priorities for Metrology and Conformity Assessment"

"Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System"

### **Second Steering Committee Meeting**

**Zagreb, Republic of Croatia**

**10<sup>th</sup> of May 2007, starting at 10h00**

Conference room of the State Office for Metrology (ground floor),  
Ulica grada Vukovara 78, Zagreb

The Steering Committee meeting was shared for both CARDS 2004 projects, entitled:

- 1/ Assessment of national priorities for metrology and conformity assessment**
- 2/ Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System**

<b>Proposed Agenda</b>
------------------------

Activity	Approx. time
• Welcome word by the Chairperson	5 min
• Steering Committee members' introduction	5 min
• Projects' presentation (Inception phase, plan, implementation):	15 min
<b>1/ Assessment of national priorities for metrology and conformity assessment</b>	
<b>2/ Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System</b>	
• Questions	10 min
• Discuss 1st Reporting period points (Oct '06 – Mar '07)	15 min
• Discussion	15 min
• Agree on the date for the next Steering Committee meeting	5 min

## Participants

SC Members			Institution	Position	Note
Ms	Tajana	KESIĆ-ŠAPIĆ	Ministry of Economy, Labour and Entrepreneurship	State Secretary	
Mr	Mirko	VUKOVIĆ	DZM	Director General	
Ms	Biserka	BAJZEK-BREZAK	HAA	Director	
Mr	Dragutin	FUNDA	HZN	Director	Not present – delegated Ms Snježana ZIMA
Ms	Vesna	LUČIĆ-REGVAR	DZM	Head of PIU	
Mr	Miroslav	BANIĆ	DZM	Head of OMP, PJ Zagreb	
Mr	Davor	ČILIĆ	Central Office for Development Strategy and Coordination of EU Funds	Deputy State Secretary	Not present – delegated representative
Mr	Lino	FUČIĆ	Ministry of Environmental Protection, Physical Planning and Construction	Head of section for building construction	Not present without delegating representative
Dr	Sami	SAMARDZIC	Ministry of Health and Social Welfare	Head of PIU	Not present without delegating representative
Mr	Dubravka	VLAŠIĆ – PLEŠE	Ministry of Foreign Affairs and European Integration	Head of department	Not present – delegated representative
Ms	Božena	VRBANIĆ	State Inspectorate	Deputy Chief Inspector	Not present – delegated representative
Ms	Friederike	WÜNSCHMANN	EC Delegation in Zagreb	Sector manager	
Dr	Philip	TAYLOR	EC DG JRC - IRMM	Project Director	
Mr	Nikola	POPOSKI	EC DG JRC - IRMM	Team Leader	

Also attending:

- Ms Snježana ZIMA - Croatian Standards Institute, Deputy Director
- Ms Ladislava ČELAR - Ministry of Economy, Department for IM Coordination
- Ms Maja GUSIĆ - Croatian Accreditation Agency
- Ms Mirna ŠTAJDUHAR - Central Office for Development Strategy and coordination of EU Funds
- Ms Nataša WEISS - State Inspectorate

## Notes

- The Chairperson, State Secretary at the Ministry of Economy, Labour and Entrepreneurship, *Ms Tajana Kesić-Šapić* welcomed all participants at the second Steering Committee meeting for the CARDS 2004 projects:
  1. *Assessment of national priorities for metrology and conformity assessment (12 months duration), and*
  2. *Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System (36 months duration).*

- The members of the Steering Committee Dr Sami SAMARDŽIĆ and Mr Lino FUČIĆ were absent without delegating any representatives from their Ministries.
- Ms Božena VRBANIĆ and Mr Davor ČILIĆ were not present, while they have designated respective representatives.
- *Mr Nikola Popovski* presented the stages that have been achieved in the implementation of both projects within the first six months period:
  - Expressing the concerns that have been triggered by stakeholders' inputs in the consultation process on the National Strategy. Hence, the requirements stipulating the separation of different functions (regulatory, market surveillance...) should not necessarily be interpreted as imposing an obligation for creating new institutions;
  - Explaining that it was commonly agreed to extend the Strategy producing project for a three months period. The later will now end on the 15<sup>th</sup> of August 2007. Relatively slower interactions within the Working Group and sometimes insufficient feed-backs from stakeholders have contributed to the delays. However, the remaining time would be used to steer the inputs while finalising the Strategic analysis part and deriving a sound investment strategy that will reflect end-users needs and national priorities.
  - Emphasising that the ambitious plan for the following six months (including the summer holidays period), would require a dynamic interaction on each one of the intervention fields (metrology, standardisation, accreditation and conformity assessment);
  - Attention was brought to the fact that the launched revision of the Metrology Act under urgent procedure, before concluding the Strategic analysis process, had affected the logical sequencing of the activities. However, the future organization of the national metrology system that is stipulated under the revised Metrology Act appears as a convenient and least painful compromise. As a key feature, the text provides a framework for the establishment of the Croatian Metrology Institute (HMI). The later would be performing the tasks in the scientific field, while the regulatory functions would in principle remain within the State Office for Metrology.
- *Mr Mirko Vukovic* explained that DZM's management is in favour of a longer-run tendency that would steer the reorganisation towards a gradual shift of competencies in the regulatory field to existing institutions (including for instance the State Inspectorate, the Ministry of Economy, Labour and Entrepreneurship etc.). This evolution would avoid any radical disturbances within the existing organisation, but still be supportive to the adaptation of the National metrology system in line with National needs and European requirements.
- It was finally agreed that the existence of two institutions acting in the metrology field in the country is not the most cost-effective alternative. However, it can still be considered as the most appropriate while taking into account the social dimension of the reform. Hence, the model will eventually evolve on the longer-run to what is described as optimum within the Impact assessment exercise.
- *Ms Friederike Wünschmann* insisted on the importance of avoiding any misinterpretations of the benchmarks, being set for the opening of the EU accession negotiations under the Chapter 1: Free Movement of Goods.
- *Ms Biserka Bajzek-Brezak* complemented the observations by concluding that the final decision on the organisation of the National metrology system would have to address in the best possible manner its effectiveness and efficiency dimensions.
- Projects' director, *Dr Philip Taylor* has emphasised the importance of taking into account the evolutions in the wider European and global Metrology landscape, while making strategic decisions on the National playground.
- The Chairperson, *Ms Tajana Kesić-Šapić* draw a parallel between encountered dilemmas on the expected outcome of the current revision of the Metrology Act and the legislation drafting process on SME's. Thus, the optimal solution (resulting from an impact assessment exercise) does not necessarily have to be chosen immediately. Under constraints, it would be wise to align the decisions by taking into account complementary factors, such as: available financial resources, social expenses etc.

- Finally, it was agreed that the next Steering Committee will be the final one for the Strategy producing project. It was suggested to be held on the 19<sup>th</sup> of September.
- Steering Committee's envisaged sessions are presented in the following table:

Year 2006											
				May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
				15th Signature of contracts	1st - 2nd Kick-off meeting	Inception phase...			First Steering Committee		
Year 2007											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
				Second Steering Committee			End of Strategy	Final SC on Strategy	Third Steering Committee		
Year 2008											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
		Fourth Steering Committee							Fifth Steering Committee		
Year 2009											
Jan	Feb	Mar	Apr	May							
			Final Steering Committee								

*Prepared by:* Mr Nikola Poposki (project Team?leader)

*Authorised by:* Ms Tajana Kesić-Šapić (Steering Committee's chairperson)

*Distributed to Steering Committee's members:*

Mr Mirko VUKOVIĆ, Ms Biserka BAJZEK-BREZAK, Mr Dragutin FUNDA, Mr Miroslav BANIĆ, Ms Vesna LUČIĆ-REGVAR, Ms Dubravka VLAŠIĆ – PLEŠE, Mr Davor ČILIĆ, Mr Lino FUČIĆ, Ms Božena VRBANIĆ, Dr Sami SAMARDZIĆ, Dr Philip TAYLOR, Ms Friederike WUENSCHMANN.



## **Annex 5: Minutes from the 3<sup>rd</sup> Steering Committee meeting**

CARDS Program CROATIA 2004

"Assessment of National Priorities for Metrology and Conformity Assessment"

"Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System"

### **Minutes from the Third Steering Committee Meeting**

#### **Zagreb, Republic of Croatia**

**3<sup>rd</sup> of October 2007, starting at 09h00**

Conference room of the State Office for Metrology (ground floor),  
Ulica grada Vukovara 78, Zagreb

The Steering Committee meeting was shared for both CARDS 2004 projects, entitled:

- 1/ Assessment of national priorities for metrology and conformity assessment**
- 2/ Development of National Metrology, Standardisation, Conformity Assessment and**

<b>Activity</b>	<b>Approx. time</b>
<b>1/ Welcome word (Chairperson)</b>	5 min
<b>2/ Final Steering Committee meeting – for the Project entitled: <i>Assessment of national priorities for metrology and conformity assessment</i></b>	
<ul style="list-style-type: none"><li>• Presenting the final report and achieved results (Team Leader)</li></ul>	15
<b>3/ Third Steering Committee meeting – for the Project entitled: <i>Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System</i></b>	
<ul style="list-style-type: none"><li>• Activities during the Second reporting period (Apr 2007 – Sep 2007) (Team Leader)</li></ul>	5 min
<ul style="list-style-type: none"><li>• Planning for the Third reporting period (Oct 2007 – Mar 2008) (Team Leader)</li></ul>	5 min
<b>4/ Steering Committee members' questions and observations</b>	20 min
<b>5/ Agree on the date for next Steering Committee</b>	5 min

**Accreditation System**

**Proposed Agenda**

SC Members			Institution	Position	Note
Ms	Tajana	KESIĆ-ŠAPIĆ	Ministry of Economy, Labour and Entrepreneurship	State Secretary	Not present
Mr	Mirko	VUKOVIĆ	DZM	Director General	
Ms	Biserka	BAJZEK-BREZAK	HAA	Director	Not present – delegated Ms Maja GUSIĆ
Mr	Dragutin	FUNDA	HZN	Director	Not present – delegated Ms Snježana ZIMA
Ms	Vesna	LUČIĆ-REGVAR	DZM	Head of PIU	
Mr	Miroslav	BANIĆ	DZM	Head of OMP, PJ Zagreb	
Mr	Davor	ČILIĆ	Central Office for Development Strategy and Coordination of EU Funds	Deputy State Secretary	Not present – delegated Ms Mirna ŠTAJDUHAR
Mr	Lino	FUČIĆ	Ministry of Environmental Protection, Physical Planning and Construction	Head of section for building construction	Not present without delegating representative
Dr	Sami	SAMARDZIC	Ministry of Health and Social Welfare	Head of PIU	Not present without delegating representative
Mr	Dubravka	VLAŠIĆ – PLEŠE	Ministry of Foreign Affairs and European Integration	Head of department	
Ms	Božena	VRBANIĆ	State Inspectorate	Deputy Chief Inspector	Not present – delegated representative
Ms	Constantino	LONGARES BARRIO	EC Delegation in Zagreb	Head of Operations	
Dr	Philip	TAYLOR	EC DG JRC - IRMM	Project Director	
Mr	Nikola	POPOSKI	EC DG JRC - IRMM	Team Leader	

## Participants

Also attending:

- Mr Lino Molteni
- Ms Snježana ZIMA
- Ms Maja GUSIĆ
- Ms Mirna ŠTAJDUHAR
- Ms
- Ms Ani Todorova
- Dr Nineta Majcen
- Delegation of the European Commission to the Republic of Croatia
- Croatian Standards Institute, Deputy Director
- Croatian Accreditation Agency
- Central Office for Development Strategy and Coordination of EU Funds
- State Inspectorate
- European Commission DG JRC - IRMM
- European Commission DG JRC - IRMM

## Notes

- The Chairperson, State Secretary at the Ministry of Economy, Labour and Entrepreneurship, *Ms Tajana Kesić-Šapić* being prevented from attending the Steering Committee meeting at the last moment (due to parallel Parliamentary session concerning legislation in her field of competence), it was the Director of the State Office for Metrology, Mr *Mirko Vuković*, who welcomed all attendants at the third Steering Committee meeting for the CARDS 2004 projects:
  - 3. *Assessment of national priorities for metrology and conformity assessment (12 months duration), and*
  - 4. *Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System (36 months duration).*
- Unavailability of most of the SC members during September is at the origin of postponing the originally planed separate *Concluding Steering Committee session* on the (one year) strategy producing project. As a consequence, this meeting merges (as the two previous ones) both projects' SC into a single session.
- The members of the Steering Committee Dr Sami SAMARDŽIĆ and Mr Lino FUČIĆ were absent without delegating any representatives from their Ministries.
- On the other hand, Ms Biserka BAJZEK-BREZAK, Mr Dragutin FUNDA, Ms Božena VRBANIĆ and Mr Davor ČILIĆ were not present, while they have all delegated respective representatives.
- Based on the proposed agenda, Mr *Poposki* presented the key features of the completed Strategy producing project, entitled "*Assessment of national priorities for metrology and conformity assessment*". In the interest of time (and since the achievements would be subject to the following presentation at the Hotel International), the emphasis was on the aspects that have negatively affected the process:
  - Besides largely predetermined amendments to the Metrology Act - based essentially on key National stakeholders' expectations - the extensive delays in the adoption phase have negatively affected the logical sequencing of the activities;
  - The latter, in addition to the compromised provision of reliable and comparable data for the conduct of the Impact Assessment exercise, shadowed the crucial evidences from the strategic analysis part – those pointing out that critical deficiency of the existent metrology system lay within *competences* rather than *organisational structure*.
  - The level of involvement of competent Ministries in matters affecting *horizontal dimension* - of critically important areas for the European integration process - still requires substantial improvements.

On the other hand, the entire strategy formulation process has created positive synergies between metrology stakeholders on the National level, while providing ground for further constructive interactions.

In addition, complementary assistance would be provided through training beneficiary institution's staff members in the Impact assessment field within the larger related project. Further development of Human Resources is also in the focus of the Metrology in Chemistry action filed. The efforts in this sense are meant to support the implementation phase of the National Strategy in the field of Metrology.

The observation that the CARDS 2004 supply component has manifestly been identified as fully compatible with the nationally defined strategic priorities is as important, as the fact that proper implementation includes fulfilling all conditionality criteria from the design-phase. Adequate designation of respective laboratories by the State Office for Metrology is an integral part of this process.

- Concerning the complementary CARDS programme 2004 project, entitled "*Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System*", the following aspects have been emphasised while reporting on the 2<sup>nd</sup> implementation phase period:
  - Factual impossibility to establish contact with the manager of the Croatian Standards Institute is a handicap to the entire assistance in this action field. All efforts to draw manager's attention to the on-going project and the importance of HZN-driven activities in this sense have remained vain. While understanding that heavy working schedule on several fields imposes constraints on availability, progress can certainly be achieved by simply delegating tasks to relevant staff members.
  - The on-going activities linked to the Accreditation and MiC components would enter a new dimension with the coming assessments in HAA pilot-laboratories.
  - The dynamic of the programmed assistance in the Metrology field has been - and increasingly more would be dependant on the developments in amending the legal framework.

Regarding the next implementation period (October 2007 – March 2008) the activities are aligned with the overall planning and cover envisaged assistance to HZN in the view of fulfilling the CEN/CENELEC membership requirements, as well as training for Croatian assessors, pilot-laboratories and practitioners in MiC related priority fields.

- *Mr Longares Barrio*, as Head of Operations at the DEC had the opportunity to introduce to all participants *Mr Lino Molteni* as a new manager of the project at the level of the Delegation of the European Commission.  
Expressing expectations from the impact of the formulated National Strategy in the field of Metrology, *Mr Longares Barrio* emphasised the importance of adopting the document at Parliamentary level - confirming this way the commitment to achieve programmed objectives and fulfilling the negotiation process' benchmarks.
- *Mr Vukovic* expressed certain reserves regarding the dynamics of this process. Namely underlining that any adoption would be primarily subject to approval from the Ministry of Finance, before it can be submitted at the Governmental level. Hence, the context of the investment components needs to be properly communicated in order to potentially obtain Ministerial visa.
- *Ms Vlašić – Pleše*, affirmed in this respect that the Ministry of Foreign Affairs and European Integration is envisaging submitting the Strategy for Governmental approval without further delays. In the same perspective, the amended Metrology Act is expected to be adopted by the Parliament. Hence, the fulfilment of the benchmarks - being set for the opening of the EU accession negotiations under the Chapter 1: Free Movement of Goods - remains high on the agenda.
- After asking for any additional comments and/or conclusions (and observing none), *Mr Vukovic* invited all the members of the Steering Committee to join the presentation on the National Strategy in the field of Metrology, that was taking place as a follow-up activity at the nearby Hotel International.
- Finally, it was agreed that the next Steering Committee meeting - this time only on the larger project entitled "*Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System*" - would be held on the 5th of March 2008.

- Steering Committee's envisaged sessions are presented in the following table:

Year 2006											
				May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
				15th Signature of contracts	1st - 2nd Kick-off meeting	Inception phase...			First Steering Committee		
Year 2007											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
				Second Steering Committee			End of Strategy		Third Steering Committee		
Year 2008											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
		Fourth Steering Committee							Fifth Steering Committee		
Year 2009											
Jan	Feb	Mar	Apr	May							
			Final Steering Committee								

*Prepared by:* Mr Nikola Poposki

*Authorised by:* Mr Constantino Longares Barrio

*Distributed to Steering Committee's members:*

Ms Tajana KESIĆ-ŠAPIĆ (Steering Committee's chairperson), Mr Mirko VUKOVIĆ, Ms Biserka BAJZEK-BREZAK, Mr Dragutin FUNDA, Mr Miroslav BANIĆ, Ms Vesna LUČIĆ-REGVAR, Ms Dubravka VLAŠIĆ – PLEŠE, Mr Davor ČILIĆ, Mr Lino FUČIĆ, Ms Božena VRBANIĆ, Dr Sami SAMARDZIĆ, Dr Philip TAYLOR, Mr Lino MOLTENI

**Annex 6: Minutes from the 4<sup>th</sup> Steering Committee meeting**

CARDS Program CROATIA 2004

"Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System

**Minutes from the 4<sup>th</sup> Steering Committee Meeting**

**Zagreb, Republic of Croatia**

**24 April 2008, starting at 09h00**

Conference room of the Croatian Accreditation Agency (ground floor),  
Ulica grada Vukovara 78, Zagreb

**Agenda**

<b>Activity</b>	<b>Approx. time</b>
<b>1/ Welcome word (Chairperson)</b>	5 min
<b>2/ Third Steering Committee meeting – for the Project entitled: <i>Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System</i></b>	
• Activities during the Third reporting period (Oct 2007 – Apr 2008) (Team Leader)	10 min
• Planning for the Fourth reporting period (Apr 2008 – Oct 2008) (Team Leader)	10 min
<b>4/ Steering Committee members' questions and observations</b>	20 min
<b>5/ Agree on the date for next Steering Committee</b>	5 min

## Participants

SC Members			Institution	Position	Note
Ms	Tajana	KESIĆ-ŠAPIĆ	Ministry of Economy, Labour and Entrepreneurship	State Secretary	
Mr	Mirko	VUKOVIĆ	DZM	Director General	
Ms	Biserka	BAJZEK-BREZAK	HAA	Director	
Mr	Dragutin	FUNDA	HZN	Director	Not present – delegated Mr Zoran SMILJANIĆ
Ms	Vesna	LUČIĆ-REGVAR	DZM	Head of PIU	
Mr	Miroslav	BANIĆ	DZM	Head of OMP, PJ Zagreb	
Mr	Hrvoje	DOLENEC	Central Office for Development Strategy and Coordination of EU Funds	Deputy State Secretary	Not present – delegated Ms Patricia POPOVIĆ
Mr	Lino	FUČIĆ	Ministry of Environmental Protection, Physical Planning and Construction	Head of section for building construction	Not present
Dr	Sami	SAMARDZIC	Ministry of Health and Social Welfare	Head of PIU	Not present
Mr	Dubravka	VLAŠIĆ – PLEŠE	Ministry of Foreign Affairs and European Integration	Head of department	Not present – delegated Ms Carmen CULI
Ms	Božena	VRBANIĆ	State Inspectorate	Deputy Chief Inspector	Not present – delegated Ms Vedrana FILIPOVIĆ
Mr	Lino	MOLTENI	EC Delegation in Zagreb	Project Manager	
Dr	Philip	TAYLOR	EC DG JRC - IRMM	Project Director	Not present
Mr	Nikola	POPOSKI	EC DG JRC - IRMM	Team Leader	

### Also attending:

- Ms Patricia POPOVIĆ
  - Ms Vedrana FILIPOVIĆ
  - Mr Zoran SMILJANIĆ
  - Ms Carmen CULI
  - Dr Davor ZVIZDIĆ
- Central Office for Development Strategy and Coordination of EU Funds
  - State Inspectorate
  - Croatian Standards Institute
  - Ministry of Foreign Affairs and European Integration
  - Head of National calibration laboratory for process measurements (temperature and pressure)

## Notes

- The Chairperson, State Secretary at the Ministry of Economy, Labour and Entrepreneurship, *Ms Kesić-Šapić* initiated the meeting with a welcome word.
- The members of the Steering Committee Dr Sami SAMARDŽIĆ, Mr Lino FUČIĆ and Dr Philip TAYLOR were absent.
- Based on the proposed agenda, *Mr Poposki* presented the key features of the conducted activities during the last six months period, while introducing the agreed plan for the following reporting period (April – October 2008). The list of activities that would be conducted in the period April-October has been developed as presented in the 3<sup>rd</sup> Interim report. The critical observations concerned:
  - Delays in adoption of the National Strategy for Metrology and establishment of the HMI (e.g. designation of a director, staff allocation etc.)
  - Delays in the selection process of national reference laboratories in Metrology in Chemistry (as a final step in a DZM driven process)
  - Risks of insufficient interest and involvement from the relevant ministries having competences linked to conformity assessment
  - Need for continued support to the conduct of programmed activities by HZN management
  - Coordination of efforts between beneficiaries and other relevant stakeholders (e.g. reference laboratories, ILC, CA workshops, PIU)

NB: provided PowerPoint presentation.

- *Mr Vuković* reminded that the adoption process of the National strategy follows the approval pattern including compulsory (repeated) consultation of relevant ministries. The Ministry of Economy, Labour and Entrepreneurship is steering this process and by end of May 2008 the text should be subject to Governmental approval. In addition, it has been explained that the practical steps towards the establishment of the HMI are under competence of the Ministry of Science, Education and Sports. As far as the designation process of national reference laboratories in MiC is concerned, the publication of the call is expected to be done before in the following days and therefore the Evaluation Committee can meet in the course of May 2008.
- *Ms Bajzek-Brezak and Dr Zvizdić* requested a copy of the presentation in order to be able to visualise the graphic presentation of the National system according to the amended Metrology Act.
- *Mr Vuković* mentioned the need to officialise as soon as possible the Investment Strategy that has been produced in the strategy development process in 2007. The latter has been included as deliverable in the National programme for the current year.
- In the context of the investment strategy, *Mr Poposki* stated the importance of making a clear distinction between needs for investments in metrology infrastructure according to envisaged sources of financing (e.g. national budget, proper institutional income, potential EU funding etc.). Thus the relevance of distinct projects should be considered through the rationale: "for whom is it needed?", and if EU funding is sought "what is the relation with the EU Acquis".
- *Mr Vuković* concluded that considering the relatively modest resources that are needed for the fulfilment of programmed investments for the period 2008-2013, it would be reasonable to assume that the state budget would be the essential source of funding for the Investment Strategy. Including these figures in the financial plan can therefore be considered as feasible.



The concrete steps in this direction would however depend on the management of the future HMI (once the institution would be established), as well as a potential strengthening of the PIU. HMI should be established by the end of June (appointment of Director, etc.) subsequently to the submission of the Strategy, although a fully functional institute cannot be expected to be in place before the end 2008/beginning 2009.

- *Mr Poposki* reiterated the concept that the setup of HMI, as well the Investment Strategy, are not as such stemming from an EU demand or direct consequence of EU Acquis, or pre-conditions raised by the EC. They are emerging from internal dynamics answering to the need of Croatia Quality Infrastructure.
- *Ms Kesić-Šapić* confirmed that for the time being it would be premature and unrealistic to consider any other source of funding than the State budget or other national resources.
- *Mr Molteni* emphasised the perspective of the DEC that would clearly take into account the formerly defined criteria for future evaluations of incoming project proposals aiming at further development of metrological infrastructure.
- Finally, two dates have been proposed for the next Steering Committee meeting "*Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System*":
  - 15<sup>th</sup> October 2008
  - 22<sup>nd</sup> October 2008

NB: *Dr Sami Samardžić* has informed on the 23<sup>rd</sup> of April 2008 by E-mail the PIU at the State Office for Metrology that ***Ms Julija Lipozenčić*** has been assigned at the position of Head of Unit for project implementation at the ***Ministry for Health and Social Welfare***. As a consequence, *Ms Lipozenčić* will in future represent the ministry within the Steering Committee.

- Steering Committee's envisaged sessions are presented in the following table:

Year 2006											
				May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
				15th Signature of contracts	1st - 2nd Kick-off meeting	Inception phase...			First Steering Committee		
Year 2007											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
				Second Steering Committee			End of Strategy		Third Steering Committee		
Year 2008											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
			Fourth Steering Committee						Fifth Steering Committee		
Year 2009											

Jan	Feb	Mar	Apr	May							
			Final Steering Committee								

*Prepared by:* Mr Nikola Poposki

*Authorised by:* Ms Tajana KESIĆ-ŠAPIĆ (Steering Committee's chairperson)

*Distributed to Steering Committee's members:*

Mr Mirko VUKOVIĆ, Ms Biserka BAJZEK-BREZAK, Mr Dragutin FUNDA, Mr Miroslav BANIĆ, Ms Vesna LUČIĆ-REGVAR, Ms Dubravka VLAŠIĆ – PLEŠE, Mr Hrvoje DOLENEC, Mr Lino FUČIĆ, Ms Božena VRBANIĆ, Ms Julija LIPOZENČIĆ, Dr Philip TAYLOR, Mr Lino MOLTENI

**Annex 7: Minutes from the 5<sup>th</sup> Steering Committee meeting**

**CARDS Program CROATIA 2004**

**"Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System"**

**Minutes from the 5<sup>th</sup> Steering Committee Meeting**

**Zagreb, Republic of Croatia**

**22 October 2008, starting at 09h00**

Conference room of the Croatian Accreditation Agency (ground floor),  
Ulica grada Vukovara 78, Zagreb

**Agenda**

<b>Activity</b>	<b>Approx. time</b>
<b>1/ Welcome word (Chairperson)</b>	5 min
<b>2/ Fifth Steering Committee meeting – for the Project entitled: <i>Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System</i></b>	
• Activities during the Fourth reporting period (Apr 2008 – Oct 2008) (Team Leader)	10 min
• Planning for the Fifth reporting period (Oct 2008 – Apr 2009) (Team Leader)	10 min
<b>4/ Steering Committee members' questions and observations</b>	30 min
<b>5/ Agree on the date for next Steering Committee</b>	5 min

**Participants**

<b>SC Members</b>			<b>Institution</b>	<b>Position</b>	<b>Note</b>
Ms	Tajana	KESIĆ-ŠAPIĆ	Ministry of Economy, Labour and	State Secretary	Not present
Mr	Mirko	VUKOVIĆ	DZM	Director General	
Ms	Biserka	BAJZEK-BREZAK	HAA	Director	

Mr	Dragutin	FUNDA	HZN	Director	Not present – delegated
Ms	Vesna	LUČIĆ-REGVAR	DZM	Head of PIU	
Mr	Miroslav	BANIĆ	DZM	Head of OMP, PJ Zagreb	
Mr	Hrvoje	DOLENEC	Central Office for Development	Deputy State Secretary	Not present – delegated
Mr	Lino	FUČIĆ	Ministry of Environmental	Head of section for building	Not present
Dr	Julija	LIPOZENČIĆ	Ministry of Health and Social Welfare	Head of PIU	Not present
Mr	Dubravka	VLAŠIĆ – PLEŠE	Ministry of Foreign Affairs and European	Head of department	
Ms	Božena	VRBANIĆ	State Inspectorate	Deputy Chief Inspector	Not present
Mr	Lino	MOLTENI	EC Delegation in Zagreb	Project Manager	
Dr	Philip	TAYLOR	EC DG JRC - IRMM	Project Director	Not present
Mr	Nikola	POPOSKI	EC DG JRC - IRMM	Team Leader	

Also attending:

- 1 Ms Patricia POPOVIĆ - Central Office for Development Strategy and Coordination of EU Funds
- 2 Mr Snježana ZIMA - Croatian Standards Institute
- 3 Mr Miran Škerl - Ministry of Economy, Labour and Entrepreneurship

### Notes

The Chairperson, State Secretary at the Ministry of Economy, Labour and Entrepreneurship, *Ms Kesić-Šapić* was prevented from attending by an obligation to assist to a Parliamentary session in the morning. She authorised the team leader to proceed with the Steering Committee meeting and communicate the minutes.

The following members of the Steering Committee were absent: Ms Julija LIPOZENČIĆ, Mr Lino FUČIĆ, Ms Božena VRBANIĆ and Dr Philip TAYLOR.

Based on the proposed agenda, *Mr Poposki* presented the status of the programmed activities for the last six months period. The planning for the final reporting period (October 2008 – April 2009) was derived. The list of activities is presented in the 4<sup>th</sup> Interim report. The principal remaining challenges concern:

Delays in the establishment of the Croatian Metrology Institute - HMI  
(e.g. designation of a director, staff allocation etc.)

The Ministry of Science, Education and Sports has the competence in this field. Efforts to obtain information on the current status of the file ended without success. Depending on the Ministry's decision the assistance targeting the HMI could be redirected to the other components.

Assist newly designated national reference labs in MiC.

The conduct of the remaining activities linked to the Metrology in Chemistry component are focused on specific knowledge transfer to Croatian practitioners. Assisting the conduct of inter-laboratory comparisons in strategically important fields is another key element in this context.

Conformity assessment workshops

The Ministry of Economy, Labour and Entrepreneurship is expected to determine the priority areas in order to be able to organise the specific sessions.

HZN fulfilling CEN/CENELEC membership requirements

Following a long period without any progress, the management of the Croatian Standards Institute has manifested the willingness to conduct the programmed activities. A series of working visits to member states' Standards Bodies have been organised during the 4<sup>th</sup> reporting period. They are designed to allow HZN staff to become familiar with practices in fellow organisations with the EU and fulfilment of membership requirements to European organisations. The coordinator for the last reporting period has been changed. Ms Snjezana Zima would be leading the HZN delegations through the remaining sessions. The entire management is expected to be involved in the strategy development process. Delays have been experienced in relevant activities in support of HZN during the reporting period.

Public awareness materials

Beneficiaries are expected to be involved and dedicated to the elaboration process.

HAA peer-assessment

The activity has been postponed to the end of this project since the last assessment was conducted two years ago within a CARDS 2003 project.

Witnessing assessments

The remaining assessments of laboratories from the programmed list will be conducted in Croatia, as well as in member states. HAA is expected to provide the planning details after agreeing on practicalities with the pilot-laboratory (for the assessment in Croatia) and fellow accreditation bodies (for the assessments in the member states).

NB: provided PowerPoint presentation.

*Ms Zima* emphasised her regrets for the time that was lost in the past without making any progress at the HZN level. Still, she expressed the readiness of HZN staff to deal with tough deadlines and capitalise the most from the remaining time and activities. Ms Zima considered that the management is now determined to devote all necessary resources to complete all envisaged activities in this final reporting period.

*Ms Bajzek-Brezak* explained that the HAA strategy elaborated within the project was adopted by the Administrative Board in June 2008. The first report on the implementation progress will be presented in November 2008. The peer-assessment within the project is envisaged for the first quarter of 2009. Suggestions for assessor will be shortly communicated. She has also informed the attendants that an evaluation of HAA will be conducted by the EA in the course of 2009.

Two laboratories acting in the air emissions and waste fields in Slovenia present opportunities for witnessing assessments. Also an inspection body for organic farming has been identified.

*Ms Vlašić – Pleše* expressed satisfaction from the opening of accession negotiations under the chapter 1: free movement of goods. MFAEI is having a close cooperation with MELE on legislation approximation, as for instance on the Law on technical requirements for products and on conformity assessment. *Ms Bajzek-Brezak* added that the Law on accreditation has also been screened as part of the horizontal legislation.

*Mr Škerl* stated that in this context EC DG Enterprise and Industry is expected to provide recommendations for possible amendments to the horizontal legislation. A screening session has been envisaged for January 2009 in Brussels. The Ministry of Economy, Labour and Entrepreneurship envisages redrafting the Law on technical requirements for products and on conformity assessment. Additional assistance in the framework of the current project would be beneficial in this context. The new text is expected to be submitted to the Sabor in March 2009. Also, the ordinance on CE marking is in a preparation phase. Translation issues have emerged in the past – as in the case of the regulation on notification. They are on the way to be solved. *Ms Vlašić – Pleše* emphasised that such issues did not concern any of the horizontal laws and that their translations are fully reliable.

*Mr Molteni* emphasised the importance of the report's recommendations in the context of successful completion of activities within all components of the project. Activities linked to the standardisation field are expected to be completed. Mr Molteni underlined that progress within the project contributed to the opening of accession negotiations under chapter 1. He expressed his expectation that the PIU meetings will benefit all attendants, while providing a panel for regular exchange between all stakeholders. For this reason it is very important that the head of the PIU is systematically provided with relevant information. Deficiencies in this sense need to be addressed. Concerning the status of the HMI establishment, Mr Molteni suggested requesting information on the stage of decision-making process at the Ministry of Science, Education and Sport. CODEF offered to verify the status of the decision with the Ministry of Science, Education and Sport.

*Mr Vuković* considered that the progress within the metrology component was in line with his expectations. He stated that comments are expected from the EC DG Enterprise and Industry regarding transposition of the Measuring Instruments directive. Additional assistance in this context can be beneficial. DZM is favouring the possibility to use the services of the consultants participating in the previous phases of drafting legislation in the field.

*Ms Lučić-Regvar* exposed the PIU view by explaining the difficulties in ensuring flow of information on the state-of-art in different components. From this perspective, it is difficult to understand the rationale of the evolutions within beneficiary institutions. This is further obstructed by the change of coordinating persons. Therefore, information to the PIU is often provided by the most indirect channels, while creating extra workload. *Ms Bajzek-Brezak* suggested identifying concrete sources of concerns and proposing solutions rather than generalizing the observations. *Ms Lučić-Regvar* concluded that the focus of project activities in the last reporting period has been shifted to the accreditation, standardisation and conformity assessment components. The PIU (being delocalized) faced consequently more difficulties in gathering substantial information.

*Mr Molteni* observed that the last Steering Committee meeting was envisaged to be combined with a national workshop.

Finally, two dates have been chosen as indicative for the last Steering Committee meeting: 24<sup>th</sup> of March or 1<sup>st</sup> of April 2009.

Steering Committee's meetings are presented in the following table:

Year 2006											
				May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
				15th Signatur e of contracts	1st - 2nd Kick-off meeting	Inceptio n phase...			First Steering Committ ee		
Year 2007											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
				Second Steering Committ ee			<b>End of Strateg y</b>		Third Steering Committ ee		
Year 2008											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
			Fourth Steering Committ ee						<b>Fifth Steering Committ ee</b>		
Year 2009											
Jan	Feb	Mar	Apr	May							
			Final Steering Committ ee								

*Prepared by:* Mr Nikola Poposki

*Authorised by:* Mr Lino MOLTENI

*Distributed to Steering Committee's members:*

Ms Tajana KESIĆ-ŠAPIĆ (Steering Committee's chairperson), Mr Mirko VUKOVIĆ, Ms Biserka BAJZEK-BREZAK, Mr Dragutin FUNDA, Mr Miroslav BANIĆ, Ms Vesna LUČIĆ-REGVAR, Ms Dubravka VLAŠIĆ – PLEŠE, Mr Zvonimir SAVIĆ, Mr Lino FUČIĆ, Ms Božena VRBANIĆ, Ms Julija LIPOZENČIĆ, Dr Philip TAYLOR

# Annex 8: Resources Absorption Report

MONITORING REPORT DEVELOPMENT OF NATIONAL METROLOGY CROATIA									
ADMINISTRATIVE ARRANGEMENT116536 JRC-IRMM 30018	Budget all 3 years		Actual spent Period 1 & 2 : 16/05/2006 - 05/04/2007	Actual spent Period 3 : 06/04/2007- 05/10/2007	Actual spent Period 4 : 06/10/2007 - 05/04/2008	Actual spent Period 5 : 06/04/2008 - 05/10/2008	Actual spent Period 6 : 06/10/2008 - 31/05/2009	TOTAL ACTUAL SPENT	TOTAL % UTILISED
Expenses	Unit	# of units	Units	Units	Units	Units	Units	Units	% utilised
<b>1. Human Resources</b> (Salaries-gross amounts)									
1.1 Team Leader	man/days	441	20,0	42,9	103,0	88,0		253,9	58 %
1.2 Project Director	man/days	24	4,5	7,0	9,5	6,0		27,0	29 %
1.3 Project Administrative Assistant	man/days	245	26,0	0,0	0,0	0,0		26,0	11 %
1.4 STEs	man/days	510	47,0	30,5	53,0	11,0		141,5	6 %
<b>Subtotal Human Resources</b>		<b>1.220</b>	<b>97,5</b>	<b>80,4</b>	<b>165,5</b>	<b>105,0</b>	<b>0,0</b>	<b>448,4</b>	<b>36,8 %</b>
<b>2. Travel</b>									
2.1 International Travel Team leader	Per flight	24	5,5	2,0	6,0	1,0		14,5	60 %
2.2 International Travel Project Director	Per flight	9	1,5	1,0	3,0	0,0		5,5	61 %
2.3 International Travel STEs	Per flight	57	3,3	5,4	5,0	0,0		13,7	24 %
2.4 International Travel HR participants for seminars abroad	Per flight/car	35	2,0	4,0	9,0	12,0		27,0	77 %
2.5 Local travel costs (bus, taxi, etc)	Lump sum	3	0,0					0,0	0 %
<b>Subtotal Travel</b>		<b>128</b>	<b>12,3</b>	<b>12,4</b>	<b>23,0</b>	<b>13,0</b>	<b>0,0</b>	<b>60,7</b>	<b>47 %</b>



<b>3. Per Diems</b>									
									<b>% utilised</b>
3.1 Per diems Team Leader	Per diem	84	21,5	4,0	11,5	2,5		39,5	47 %
3.2 Per diems Project Director	Per diem	18	1,5	4,0	3,5	0,0		9,0	50 %
3.3 Per diems STEs	Per diem	168	13,1	14,1	11,5	0,0		38,7	23 %
3.4 Per diems Seminars HR participants abroad (EU Average)	Per diem	140	6,0	7,0	20,0	38,0		71,0	51 %
<b>Subtotal Per Diems</b>		<b>410</b>	<b>42,1</b>	<b>29,1</b>	<b>46,5</b>	<b>40,5</b>	<b>0,0</b>	<b>158,2</b>	<b>39 %</b>
<b>4. Other services - Reimbursables</b>									
4.1 Interpreters	Lump sum	3						0,0	
4.2 Seminars (in Croatia and EU)	Per seminar	14						0,0	
<b>Subtotal Other costs, services</b>									
<b>5. Subtotal direct project costs (1-4.)</b>	<b>EURO</b>	<b>700.000</b>	<b>51.000</b>	<b>48.018</b>	<b>88.138</b>	<b>69.116</b>		<b>256.272</b>	<b>37 %</b>



European Commission

**EUR 23035 EN/6 – Joint Research Centre – Institute for Reference Materials and Measurements**

Title: CARDS 2004 project "Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System", 4<sup>th</sup> INTERIM REPORT

Author(s): Nikola Poposki, Lutgart Van Nevel, Philip Taylor

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**Abstract**

The fourth interim report of the CARDS programme 2004 project "Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System" - offers an overview of the *conducted activities during the period*: from the 6<sup>th</sup> April 2008 to the 5<sup>th</sup> October 2008.

Furthermore, it is listing the *planned activities for the fourth reporting period* (06<sup>th</sup> October 2008 – 15<sup>th</sup> May 2009). They are derived from the overall scheduling of the project that has been concluded within the Inception report as well as the progress achieved during the previous implementation period.

Finally, the last chapter is meant to provide a *synthetic view on the achieved results* in the course of the third reporting period, derive *conclusions* and list the key fields requiring efforts for *further improvement*.



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